



ALASKA STATE ARCHIVES

RECORDS OF THE 1925 SERUM
RELAY TO NOME



POLAR
PAM
73

POLARPAM

1925 SERUM RELAY TO NOME

Record Group 101, Territorial Governor's Office, Series 130, General Correspondence, 1925, File 28-1, Health and Sanitation, Epidemics and Quarantines, 0.5 cubic feet.

Sled dogs in Alaska have been called "camels of the North." Historically both dogs and mushers are recognized for their dedicated service in transportation, including long distance mail and freight delivery. In the dramatic 1925 "serum relay to Nome," men and dogs performed acts of heroic proportions. In January and February, 1925, with temperatures from 40 to 60 degrees below zero, eighteen mushers and their dogs made two relay runs from Nenana to Nome to deliver life-saving antitoxin to the icebound community struck by a potentially disastrous diphtheria epidemic.

Even then there was a debate as to whether dog sleds or the newer mode of transportation, the airplane, would be more efficient. Eventually, of course, the airplane and snowmobile revolutionized travel in the North. In recent years, however, there has been a mushing revival with the booming popularity of sled-dog racing. Today the most widely known race, called "The Last Great Race," the Iditarod, is considered by some as the spiritual descendant of the famous 1925 "serum relay to Nome."

What did Territorial Governor Scott C. Bone do when in January, 1925, he received a telegram stating, "Serious diphtheria epidemic at Nome necessitates rapid transportation of antitoxin from Nenana to Nome. Have you any funds to pay for relaying dog teams from Nenana to Nome?" How did E.G. Wetzler, Chief Clerk, Railway Mail Service, Nenana, Alaska, go about arranging and planning the delivery of antitoxin from Nenana to Nome? How did the antitoxin get from Anchorage to Nenana? Why did Dr. Curtis Welch in Nome not want responsibility for the dog relay teams?

The distance from Nenana to Nome was calculated at 683 miles. What was the average miles per hour by the dog teams? Did you know that musher Solomon Bosco had the fastest time in the second serum trip, driving nine dogs the 34 miles from Tanana to Kallands in three hours and fifty-nine minutes, about 8.5 miles per hour?

After Territorial Delegate Dan Sutherland arranged for delivery of the antitoxin by airplane, why did Territorial officials decide instead to continue with the dog teams? Which mode of transportation was faster, dog team or airplane? Was there really a diphtheria epidemic in Nome in 1925? Did you know that only twenty eight persons contracted diphtheria and five people died in spite of newspaper and other reports of "150 diphtheria cases and children dying by the score?" How did government officials go about fumigating mail arriving from Nome? Why did Territorial Governor Scott C. Bone receive a letter requesting that Nome be

renamed "Balto" in honor of Gunnar Kasson's lead dog? Who was Leonhard Seppala and his dog, Togo?

Correspondence from the Territorial Governor's Records (Record Group 101, Series 130, 1925, File 28-1, Health and Sanitation, Epidemics and Quarantines, Box 243) includes telegrams and correspondence among government officials (Territorial Governor Scott C. Bone; Territorial Delegate Dan Sutherland; Chief Clerk, Railway Mail Service in Nenana, E.G. Wetzler) and private individuals such as Dr. Curtis Welch, physician in Nome. Also included are reports of the relays giving names of mushers, places, times, distances and trail conditions and a group of commendation letters from individuals and organizations within Alaska and from the Lower Forty Eight.

101

Signal Corps, United States Army.
Telegram.

Received at
2K X 86 NL
NOME ALS MAR 10 1925
GOV BONE

JUNEAU ALS.

THE FOLLOWING DRIVERS PARTICIPATED IN FIRST ANTITOXIN RELAY STOP STARTING
NOME AND GOING BACK TOWARDS RUBY WERE ED ROHN AND GUNNAR KASSON ON LAST
RELAY WITH CHARLES OLSON COMMA LEONARD SEPPALA COMMA BENNY EVANOFF COMMA
MIREN CONNIGAN COMMA VICTOR ANNANDIA COMMA JACKSCREW A NATIVE COMMA
TOMMY PATSY AND CHARLES EVANS STOP IN LAST LAP ED ROHN SHOULD BE GIVEN
EQUAL CREDIT WITH KASSON AS HE WENT OUT FROM NOME TO VOLUNTEER BUT DID
NOT GET AN OPPORTUNITY STOP WILL SEND LIST SECOND RELAY SOON AS OBTAINABLE

M L SUMMERS
11 22 PM.

B-112

Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.





RECORDS MANAGEMENT MANUAL

State Archives & Records Center

STATE ARCHIVES & RECORDS SERVICE

First Printing
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1983
1984

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I. WHY ALASKA HAS AN ARCHIVES & RECORDS MANAGEMENT PROGRAM

1. THE PAPERWORK EXPLOSION

The paperwork explosion in state government has caused a tremendous records storage problem. Records become the memory of government and are indispensable in the conduct of daily business. Eventually, however, records lose their current administrative value; but for various fiscal, legal, or historical purposes must be retained. Until the advent of a State Archives and Records Center, these noncurrent records were stored in high-cost office space, rented warehouses, or basements with little or no protection. Keeping these records in office space also led to the purchase of extra filing equipment for storage only, rather than for active file use. A standard four-drawer legal sized file cabinet holds about eight cubic feet of records and occupies eight square feet of floor space (including room to open the drawers). With office space costing state government \$27 or more per square foot each year it quickly becomes apparent that keeping noncurrent records in the office is an expensive practice.

2. ALASKA'S ANSWER

Since 1957, state government in Alaska has recognized the problems of increasing paperwork. A records management program existed prior to statehood but it was understaffed and provided no centralized low-cost facility for storage of noncurrent records. In the thirteen years from 1957 to 1970, the program waxed and waned according to the emphasis of various administrations and to the constraints of the budget. In 1970, the Legislature passed AS 40.21, "The Management and Preservation of Public Records Act". This act established within the Department of Administration an Archives & Records Management Program which has the responsibility for controlling the state's burden of paperwork.

A temporary records center was set up in one end of the Public Safety Building, and the massive task of moving records stored all over town in closets, basements, and offices was begun. The temporary center had a capacity for storage of 12,000 cubic feet of records with no provisions for special protection of historical documents. The need was immediately seen for a permanent Archives & Records Center facility within the capital complex which would provide low-cost centralized storage for noncurrent records and also serve as a repository for archival records.

3. THE ALASKA STATE ARCHIVES AND RECORDS CENTER

Construction was begun in the summer of 1974 on a permanent archives and records center facility in Juneau. The building was designed to meet all federal and state requirements for the storage of noncur-

rent and archival records with areas for archival displays, research, records processing and offices. Maximum utilization of storage space was achieved through the use of shelving height and layout. The stack area stores more than six cubic feet of records in each square foot of floor space (as compared to the one to one ratio for office records storage) with a capacity of 25,000 cubic feet of records.

The building is completely fire resistant with ionization detectors, automatic sprinkler systems in office areas, and a halon fire suppression system in the records storage areas. The fire alarms are directly tied into the local fire department and tests have shown response time to be less than five minutes. Physical security for the records in storage is provided by a controlled access system to the processing and stack areas and an after-hours intrusion alarm system. All records storage areas have environmental controls for temperature and humidity to provide maximum protection for stored records. The level of security the center provides for stored records is much higher than that which agencies can offer.

The Juneau State Archives & Records Center was opened and dedicated on Seward's Day, March 31, 1975, in ceremonies attended by Governor Jay S. Hammond and Dr. James B. Rhoads, Archivist of the United States. Dedication week was highlighted by a display of the original Alaska Purchase Treaty provided by the National Archives in Washington, D.C. This was the first time this historic document was allowed outside the confines of the National Archives.

A second records center building in Juneau, located at Salmon Creek, was opened in 1982. The Salmon Creek State Records Center has a storage capacity for approximately 34,000 cubic feet of records and provides full protection and security for agency records, comparable to the main building. A contract award for records storage services has also been negotiated with an Anchorage firm.


4. SERVICES AVAILABLE

Noncurrent records storage is offered at no cost to state agencies. Facilities are provided for storage of microfilm and magnetic tapes as well as conventional paper records. Special arrangements can be made for the storage of maps or other oversized documents. The Center furnishes standard cartons for storage of records and will provide pick-up and delivery service for agencies in Juneau. Reference services are provided for records in storage and a work area is set aside for agency personnel or auditors wishing to use stored records. In addition to these services, a professional staff provides assistance to agencies in the areas of filing systems and techniques, records management practices, forms management, archival preservation, vital records, and micrographics.

5. AGENCY RECORDS MANAGEMENT RESPONSIBILITIES

"The Management and Preservation of Public Records Act" (AS 40.21) places certain responsibilities upon each state agency. Section 060 requires agencies to maintain records which properly document the organization, functions, policies, decisions, procedures, and essential transactions of the agency so that the legal and financial interests of the state are protected. Agencies are also required to establish and maintain an active program for the effective management of their records including the creation of retention schedules which set forth the lengths of time records will be kept.

The chief executive officer in each department is required to appoint a Records Officer who shall "act as a liaison between the Department of Administration and the agency on all matters relating to the records management program". This person will provide the essential communication and control needed to insure the optimum use of the records center facilities and services. The Records Officer is the coordinator for all records decisions in that agency, and should establish internal procedures for the orderly transfer and disposition of records as set forth in that agency's records retention schedules.



If you're buried under a mountain of paperwork ,
there's a tool that can dig you out --- a records
management program.

II. THE RECORDS RETENTION SCHEDULE

1. WHAT THE SCHEDULE DOES

The Archives & Records Management Section employs Records Analysts whose primary duty is to assist state agencies in the establishment of records retention schedules. A records retention schedule is the agency's guideline for the maintenance and disposition of records. It lists and describes the various types of records created or maintained by the agency and sets forth the lengths of time those records will be kept in the office, when they will be transferred to the Records Center, and what the final disposition will be (either destruction or transfer to the State Archives for permanent retention). The retention schedule is the most effective tool which agencies have to combat their own paperwork loads.

2. HOW TO ESTABLISH A RECORDS RETENTION SCHEDULE

The first step in establishing a records retention schedule is a physical inventory of all agency records. The inventory will help answer basic questions for the Records Analyst about the types of records maintained, their function, volume, activity, format, growth rate, and arrangement. A Records Inventory Worksheet (form 02-566) should be completed and submitted to the Records Analyst. A sample worksheet is shown in **figure 1**.

The Records Analyst will prepare a draft retention schedule for agency approval. This draft is based on information taken from the inventory worksheet, on discussions with agency personnel regarding needs and functions, and on certain standard retention times required by federal or state law or regulation. In order to create a meaningful retention schedule the Analyst must come to understand the agency functions and how those functions are reflected in their records. The schedule is approved in its final form by the Agency Head, Records Analyst, Attorney General, State Archivist, and Commissioner of Administration.

A retention schedule may be amended or added to at any time as agency requirements change or new programs are added to an agency's functions.

3. HOW TO USE THE RECORDS RETENTION SCHEDULE

The purpose of a records retention schedule is to establish a pattern for the transfer and/or disposition of records on a continuing basis. A retention schedule is of little value unless it is applied regularly. If, after the initial house-cleaning, the schedule is ignored, the results will be disappointing and the problem of accumulating paperwork will remain unsolved.

Careful timing of the transfer or disposition of records holds down handling costs for the agency and for the Center. Records come due for disposition

every day of the year; however, to dispose of them so frequently would be impractical and inefficient. Experience has shown that normally records should be disposed of or transferred to the Center only once each year—either after the end of the fiscal or calendar year, depending upon the arrangement of the records.

The first step in using a records retention schedule is to become familiar with its provisions and to fully understand the descriptions of the records series. An important factor to consider before applying the schedule is the current agency needs—legal, fiscal, and administrative. Regardless of schedule authorizations, agency personnel must not dispose of records that are still needed for an audit or for litigation.

If the schedule calls for transfer to the Records Center, see Sections III and IV. If the schedule calls for destruction of records without interim Records Center storage see Section VI. If the schedule calls for transfer of records directly to the State Archives, see Section X.

4. SOME POINTS TO REMEMBER WHEN APPLYING RETENTION SCHEDULES

A. Avoid interference with current operations. Records should be transferred or disposed of during a slack time. Transfers of a large number of boxes (over 50) should be coordinated in advance with the Center.

B. Handle by bulk. Do not transfer less than one cubic foot of records. Wait until the box is full or contact the Records Analyst to revise your schedule.

C. Tie in with file breaks. Files should be terminated or cut off periodically to facilitate their transfer or disposition in uniform chronological blocks.

D. Hold purging to a minimum. It is costly to purge files on a paper-by-paper basis. Normally purging should not be done unless it is a simple matter to remove disposable materials (e.g. temporary papers filed on one side of the folder and permanent papers on the other).

5. THE GENERAL ADMINISTRATIVE RECORDS SCHEDULES

The Archives & Records Management Section has established some General Administrative Records Schedules. These are guidelines for the retention of those records of a purely administrative nature which are found in most state agencies. Records related to personnel, fiscal, purchasing, and other administrative functions are covered by these general schedules. Basically, the General Administrative Records Schedules are a condensation of common retention periods from existing schedules. They are to be used as an addendum to an agency's schedule; on duplicate items, the agency schedule takes precedence. The General Schedules are found in the Appendix.

RECORDS INVENTORY WORKSHEET

RECORDS INVENTORY WORKSHEET		FORMAT CODE:		PHYSICAL LOCATION - BUILDING							
Dept & Organizational Unit		A - File Folders B - Books C - Cards D - Printouts	E - Tapes F - Drawings G - Microfilm H - Other (Specify)	ROOM							
				PERSON TO CONTACT							
				PHONE							
Equip.	SERIES TITLE AND FUNCTION	Range From	To	Arrangement	Format	Volume	Accumulation	Activity	Audit	Vital	Retention
①	②	③		④	⑤	⑥	⑦	⑧	⑨	⑩	⑪
<p>RECORDS INVENTORY WORKSHEET INSTRUCTIONS</p> <p>① EQUIPMENT CODE:</p> <ul style="list-style-type: none"> L₄ Legal-sized four drawer file cabinet l₄ Letter-sized four drawer file cabinet L_{tc} Legal-sized transfer case l_{tc} Letter-sized transfer case C Card Files T Tab card files or check-sized card files SS Steel shelving SC Supply cabinet B Boxes, other than transfer cases V Vault or safe 											
<p>② SERIES TITLE & FUNCTION: Describe the record series as a group such as interoffice correspondence, case files, or inactive personnel files.</p> <p>③ RANGE: List the earliest and latest dates of the record series.</p> <p>④ ARRANGEMENT: State whether alphabetical, numerical, geographic, etc.</p> <p>⑤ FORMAT: State format code as found on top of worksheet.</p> <p>⑥ VOLUME: Give an estimate of the total volume of records in the series.</p> <ul style="list-style-type: none"> 1 letter-sized file drawer (full) = 1.5 cubic feet 1 legal-sized file drawer (full) = 2.0 cubic feet Card stock (any size) = 100 to the inch 3" X 5" cards, 12,000 = 1.0 cubic foot 4" X 6" cards, 6,000 = 1.0 cubic foot 5" X 8" cards, 4,800 = 1.0 cubic foot IBM card stock = 135 per inch IBM cards, 10,000 = 1.0 cubic foot 											
<p>⑦ ACCUMULATION: Estimate the annual growth rate of the records series (1 drawer per year or 1/4 drawer per year, etc.)</p> <p>⑧ ACTIVITY: Estimate the use factor for the records series.</p> <ul style="list-style-type: none"> High - daily or weekly reference Med - monthly reference Low - reference less often than once a month <p>⑨ AUDIT: Are these records required to satisfy a state or federal audit, either financial or program?</p> <p>⑩ VITAL: Are these records absolutely necessary to the continuing operation of the agency in the event of a disaster or could the information be recreated from another source in a different location?</p> <p>⑪ RETENTION: Give an estimate of the useful office life of the records series.</p> <p style="text-align: right;">C = current P = Permanent</p>											

02-566

FIGURE 1



Sperry-Remington Company

**Replace a file-drawer Boggle
by following your
Retention Schedule.**

III. RECORDS TRANSFER

1. RECORDS CENTER STORAGE BOXES

The Records Center provides standard one cubic foot records storage boxes to all state agencies in Juneau at no charge. The box is designed to hold either letter or legal-sized documents as shown in **figure 2**. It is a sturdy double walled corrugated container with a separate lid and will hold up to 35 pounds of records. Special arrangements can be made for the storage of oversized documents such as maps or engineering drawings. The Center also provides a warrant-sized box for the storage of 3" x 8" documents.

In Juneau, boxes may be obtained by sending a completed Request for Records Storage Boxes (form 02-572) to the Center. Each request must be signed by the Departmental Records Officer. A sample form is shown in **figure 3**. Requests should be submitted no more than 30 days in advance of the proposed transfer date.

Boxes are delivered unassembled. Assembly instructions are shown in **figure 4**. To determine the number of boxes that will be needed, multiply the number of file drawers to be transferred by 2. Unused boxes should be returned to the Center when the records are picked-up for transfer so that they may be reissued.

Due to rising costs, empty boxes will be strictly accounted for. Requests will be held in suspense until the proposed transfer date. An agency requesting boxes but not transferring records will be billed for the cost of the boxes. Boxes are not available for moving or office storage purposes.

2. PACKING THE BOXES

Pack the records in the boxes in the same order as they are filed in the office. A group of records maintained in the office in alphabetical order should be packed so that the A's are in the first box and the Z's in the last, not A thru Z in each box! Leave about one inch of free space in each box so that retrieving a file will be easier. If records will be interfiled into the box at some future date, be sure to leave enough room in the box at the time of transfer.

Do not place records with different disposition dates in the same box. Make no marks on the box other than an agency box number to the left of the handle hole. Do not include nonrecord material in any box for transfer to the Center (a listing of non-record material is found in the Appendix). Shelf units in the Center have a very small clearance so the tops must sit securely down on the boxes. Do not overload the boxes or force folders into the boxes. Do not transfer a partially filled box—boxes should be at least $\frac{3}{4}$ full. Records must be packed in a retrievable order or the transfer will not be accepted.

3. PURPOSE OF THE TRANSFER LIST

The Records Transfer List (form 02-506) is prepared by the agency and serves a dual purpose. First, it transfers the physical custody of the records from the agency to the Center subject to legal or other restrictions on their use which the agency may impose. And second, it provides an inventory sufficiently detailed to aid the Center staff in providing reference services and to allow the agency to keep track of its records.

4. PREPARATION OF THE RECORDS TRANSFER LIST

The agency prepares a Records Transfer List for each shipment of records. A suspense copy of the list should be kept by the agency until the Center returns a receiving copy showing the Records Center box location numbers. The list covers all boxes in the shipment rather than a separate list for each box.

The agency should submit the completed list to their Departmental Records Officer for signature and then forward it to Archives & Records Management for review by one of the Records Analysts. The Center staff will pick-up the boxes after review and approval by the analyst.

When records have been received and processed into the Center, a copy of the list will be returned to the agency and to the Departmental Records Officer. This copy will show the Records Center Location Number for each box transferred and this number must be referenced for future retrievals.

A sample Records Transfer List is shown in **figure 5**.

5. FINDING AIDS

The Records Transfer List should be accompanied whenever possible by relevant finding aids such as indexes or file plans which would assist the Center staff in performing reference services. A finding aid could be a copy of the agency file plan outline or a simple description of how the files are arranged (e.g. in terminal digit order, by social security number, by batch number, etc.). It is usually not necessary to list each file folder title on the transfer list. Simply list the first and last names, titles, or numbers on the transfer list. The agency may wish to retain a detailed listing of box contents for future reference, but this need not be included with the transfer list.

6. OVER AND UNDERSIZED RECORDS

Oversized records, such as bound ledgers or similar volumes, which will not fit into the standard records center box, should be wrapped in brown paper and tied with a strong cord. Identification tags should be placed on the package. Each package

should be treated as a separate "box" on the transfer list.

Small documents, such as index cards, may be packed into standard records center boxes if they are bundled into 300-500 item lots by tying. These bundles can then be placed in the box in two or more layers using cardboard pads between layers. Care must be taken to preserve the original order of the items when packing the box so that reference in the future will be easier. If the small documents being transferred will have a relatively high reference rate (monthly access), only one layer of bundles should be put into each box.

The Center will provide a standard carton for the storage of 3" x 8" documents such as warrants or tab cards.

Maps or drawings may be rolled and packed into tubes. Each tube should be treated as a separate "box" on the transfer list.

7. MAGNETIC TAPE TRANSFER

Sound recording tapes, cassettes, or computer tapes can be stored in the Center. Arrangements for transfer can be made with the Deputy Archivist by calling 465-2270.

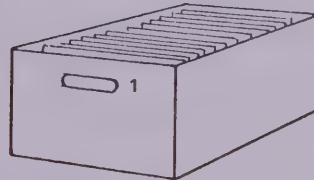
8. PICK UP OF RECORDS

Records for transfer in the Juneau area are picked up by the Center staff on a scheduled basis. No records will be picked up until the Records Transfer List has been reviewed and approved by a Records Analyst.

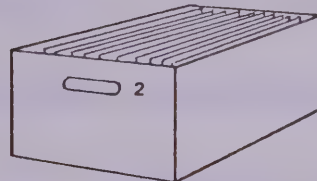
Boxes which are improperly assembled, overpacked, underpacked, or marked on will not be accepted for transfer into the Center.

9. OWNERSHIP OF TRANSFERRED RECORDS

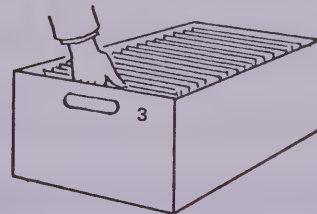
All records created or maintained by the state agency are the property of the State of Alaska. The agency creating or maintaining the records is the **legal** custodian. Records that are transferred to the Center remain in the legal custody of the agency of origin; the Center, however, becomes the physical custodian of the records. This physical custodianship means that the center accepts responsibility for protecting the records from unauthorized access, from damage, deterioration, and misuse. Legal control and access is retained by the agency of origin. See Section X for information on ownership of records transferred to the State Archives.



Face lettersize to the front, the 12 in. way.



Face legal size to the right side, the 15 in. way.



Leave about 1" of space.

Number the box beside the handle hole.

FIGURE 2

REQUEST FOR EMPTY RECORDS STORAGE BOXES

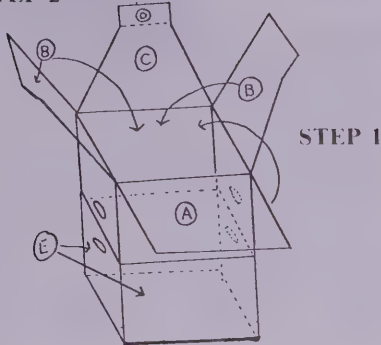
Department of Administration Archives & Records Management Pouch C Mail Station 0207 Juneau, AK 99811 465 2270		REQUEST FOR EMPTY RECORDS STORAGE BOXES	
1. DEPARTMENT:		2. DIVISION:	
3. SECTION or UNIT:			
4. DELIVER BOXES TO (BUILDING & ROOM NUMBER):			
5. NUMBER OF BOXES REQUIRED *		6. PROPOSED TRANSFER DATE:	
7. REQUESTED BY:	DATE	8. RECEIVED BY:	DATE
9. RECORDS OFFICER APPROVAL.		NOTE: Due to rising costs, strict accountability for boxes is required. This request will be held in suspense until the proposed transfer date. Agencies requesting boxes but not transferring them will be billed for the boxes received.	
* TO DETERMINE THE NUMBER OF BOXES NEEDED, MULTIPLY THE NUMBER OF FILE DRAWERS TO BE TRANSFERRED BY 2 FOR LEGAL SIZED RECORDS OR BY 1.5 FOR LETTER SIZED RECORDS.			
02-572		RETURN UNUSED BOXES TO THE RECORDS CENTER	

FIGURE 3

RECORDS CENTER BOX ASSEMBLY INSTRUCTIONS

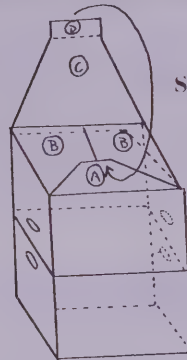
FIGURE 4

STEP 2

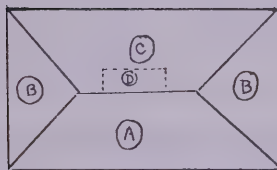


STEP 1

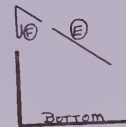
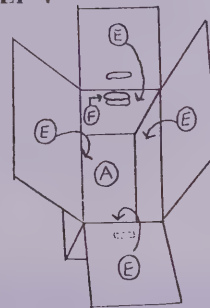
STEP 3



STEP 4



DRAWING 1



DRAWING 2

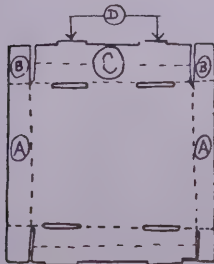
STEP 1. Square up box and fold flap "A" to the inside and slightly below edges.

STEP 2. Fold flaps "B" in towards center.

STEP 3. Fold flap "C" down over "B" and tuck the small flap "D" underneath to form a firm flat bottom (see drawing 1).

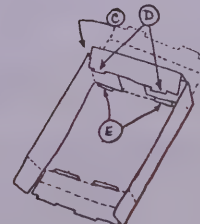
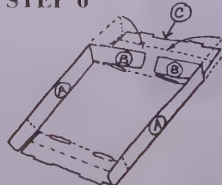
STEP 4. Turn box upright and push down on inside bottom flap "A". Fold flaps "E" inside to form the double-walled box. Fold the small flap "F" to the inside to form the handle hole (see drawing 2).

NOTE: DO NOT WRITE OR MARK ON THE BOXES OTHER THAN AN AGENCY BOX NUMBER IN PENCIL BELOW THE HANDLE HOLE. DO NOT OVERPACK THE BOXES. LEAVE ABOUT ONE FREE INCH OF SPACE IN EACH BOX.



STEP 5

STEP 6



STEP 7

LID INSTRUCTIONS:

STEP 5. Place lid perforated (or white) side up.

STEP 6. Fold flaps "A" up and fold flaps "B" in toward center (90°).

STEP 7. Fold flap "C" up and over flaps "B" tucking tabs "D" into slots "E".

STEP 8. Repeat on other side to complete lid assembly.

NOTE: THE WHITE SIDE OF THE LID IS THE INSIDE.

RECORDS TRANSFER LIST

(USE TYPEWRITER ONLY)

FOR ARCHIVES & RECORDS USE ONLY	
Accession No.	
Cubic Feet	
Transfer Received By	Date

[illegible]

FIGURE 5

IV. TRANSFER OF RECORDS FROM AGENCIES OUTSIDE OF JUNEAU

1. SHIPPING CARTONS

Records may be shipped to the Juneau Records Center in any suitable container. An excellent one cubic foot container is available in Anchorage from Business Archives & Records Storage Company (345-4458) for a small fee. Any carton used for shipment of records must be sturdy enough to protect the records in transit. Cartons should be taped closed in order to protect the contents. The address should be clearly marked on both the carton and the lid.

2. SHIPPING COSTS

Records must be shipped **prepaid**, at the lowest available rate. Collect shipments will not be accepted. If U.S. Mail is used, the boxes should be sent certified mail. By surface freight, it costs approximately \$19.45 per 100# from Anchorage (each filled records center carton weighs 35-40#).

3. PACKING THE BOXES FOR SHIPMENT

Pack the records into the boxes in the same order as they are filed in the office. A group of records maintained in the office in alphabetical order should be packed so that the A's are in the first box and Z's in the last—not A thru Z in each box! Do not force folders into the carton. Make no marks on the carton other than the shipping address and return address on the side of each carton as well as on the lid. Each box should be numbered.

The proper shipping address is: **Archives and Records Management, 141 Willoughby, Juneau, AK 99801.**

Partially filled boxes tend to get crushed in transit. If a box is not full, put crumpled newspapers inside to take up extra space.

4. PREPARING THE RECORDS TRANSFER LIST

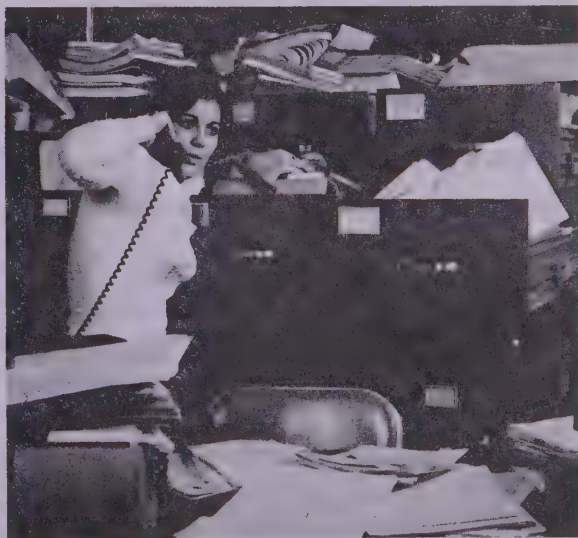
The agency will prepare a Records Transfer List (form 02-506). A sample is shown in **figure 5**. A suspense copy of the list should be kept by the agency until shipment is received and acknowledged by the Center. The completed transfer list should be submitted to Archives & Records Management in advance of shipment. Mail it to Archives & Records,

Pouch C-0207, Juneau, AK 99811. A records analyst will review and approve the transfer. **No boxes are to be shipped without prior approval.**

When the records have been received and processed into the Center, a copy of the transfer list will be returned to the agency and the Departmental Records Officer. This copy will show the Records Center Location Number for each box.

5. RESPONSIBILITY OF THE CENTER STAFF

The Center will rebox records shipped from agencies outside Juneau into standard containers if necessary. The staff will **not** rebox the records if the contents are not in a retrievable order. In such a case the records will be returned to the agency of origin (at their expense) or the agency's Juneau office; or the agency will be required to have their staff come to the Center to rebox and arrange the records into a retrievable order.



It's my claustrophobia again, doctor. If only the boss would let me send out less active files to the Records Center!!

V. REFERENCE SERVICES

1. SERVICES AVAILABLE

Upon request, the Center staff will provide information from stored records, reproduction of records (including authenticated copies), or the return or loan of the records themselves. No reference request will be processed if it is in conflict with restrictions placed on the records by the agency of origin or by law.

2. OBTAINING REFERENCE SERVICES

An agency may obtain prompt and reliable reference service on their stored records by either writing or calling the Center. Requests for more than five items must be in writing. The following information will be required so that the Center staff can locate the desired information quickly:

- A. Requestor's full name, phone number, and location.
- B. Requestor's department, division, and section.
- C. Whether a copy or the original record is desired.
- D. Whether this is a temporary or permanent withdrawal.
- E. The file number, title, date, or other information needed to locate the file within the box.
- F. The Records Center Location Number as found on the Records Transfer List.

3. INFORMATION REQUESTS

Requests for information only from stored records can be processed in most cases. The specific information desired and where in the file it can be found should be given to the Center staff. Information requests speed reference service and eliminate the need for delivery of records. When requesting this type of reference service, remember that the Center staff can only read the facts as they appear in the file and cannot interpret those facts. If any interpretation is required, the agency should ask for the return of the file or should consult the records in the Center reference area.

4. RECORDS CENTER SEARCH ROOM

A large comfortable Search Room is provided in the Center for agency use. The Search Room is equipped with work tables and microfilm reader/printers. Copying facilities are also provided. The Center staff will pull any boxes needed for research. Agencies and auditors are encouraged to use this room rather than to have records returned to their offices for simple reference.

5. DELIVERY SERVICE

For agencies in the Juneau area, the Center staff will deliver requested records and/or boxes on a scheduled basis. The staff will also pick up records and/or boxes to be returned to the Center. Central Mail system is **not** to be used for return of records.

Records will be sent to agencies located outside Juneau by certified U.S. Mail with a return receipt requested. If more immediate delivery is required, arrangements can be made for courier service or facsimile transmission.

Agencies may send a messenger to the Center to pick up records if they are not able to wait until the scheduled delivery times.

6. RECEIPT FOR RECORDS

All records delivered to agencies or picked up at the Center are accompanied by a Records Reference Request (form 02-504). The agency must sign for all records received and will be given a copy of the request. This form also has space for the Center to sign for records returned if this control is desired by the agency.

7. WITHDRAWAL OF AN AGENCY'S ENTIRE HOLDINGS FROM THE CENTER

Any agency wishing to withdraw all of its holdings on a permanent basis must have prior written approval from their Departmental Records Officer and the State Archivist.

8. USE OF MASTER MICROFORMS

It is the policy of Archives & Records Management that master microforms are stored in the Center for security/regeneration purposes only. The master of any microform will not be used for reference purposes unless the legal custodian signs a disclaimer waiving Archives & Records of all responsibility for damage or deterioration during reference use. A representative of the legal custodian will use the master microform only at the Center and only after instruction in the proper operation of the reader/printer equipment.

If the legal custodian of the microform records does not wish to sign the waiver mentioned above, arrangements may be made to duplicate the master and use the duplicate for reference. In most cases, duplicating costs will be borne by the legal custodian (costs under \$25 will be picked up by Archives & Records).

Sample wording for a waiver is shown below:

Archives & Records Management is hereby absolved from any claims of damage or deterioration to the below described master microform record due to use of the master microform for reference purposes. It is understood that the likelihood of damage or deterioration in use exists, and that such damage may obliterate the information contained on the master microform. The legal custodian signing below does not choose to bear the costs of duplicating the master microform and accepts all risks involved in its use


Reel Number Description of Contents & Dates

9. ACCESS TO STORED RECORDS

Records stored in the State Records Center are in the Center's physical custody only. The transferring agency retains legal custody and thus controls access to records. Specific access authorization to all records, including non-confidential open records, must be granted by the legal custodian before the Center can release any record to any person not employed by the transferring agency. Researchers working in the Center or messengers to the Center to pick-up records must provide proper identification as an agency employee. See **figure 6** for a sample access authorization form.

10. WITHDRAWAL OF RECORDS

All records and/or boxes returned to an agency are considered temporary withdrawals unless otherwise specified. Return of the records is expected within two weeks. Entire boxes checked out for longer than 90 days will be removed from the Center's inventory and may not be returned except as a new transfer.

 STATE OF ALASKA Archives & Records Management RECORDS ACCESS AUTHORIZATION			
Records stored in the State Records Center are in the Center's physical custody only. The transferring agency retains legal custody and thus controls access to records. Specific access authorization to all records, including non-confidential, open records, must be obtained from the legal custodian before the Center can release any record to any person not employed by the transferring agency.			
Requester	Title	Department	Division
Building/Mail Stop/Address		Telephone	Date
Records Requested			
The above is authorized access to this agency's records, currently in the physical custody of the State Records Center, as follows:			
Type of Access: <input type="checkbox"/> Review Records Only <input type="checkbox"/> Review and Photocopy Records <input type="checkbox"/> Temporary Withdrawal from Center			
Restrictions: <input type="checkbox"/> None <input type="checkbox"/> Other: (Specify) _____			
Duration of Authorization: <input type="checkbox"/> Unlimited <input type="checkbox"/> Until (Date) _____ <input type="checkbox"/> Other: (Specify) _____			
Access Granted To: <input type="checkbox"/> All Records <input type="checkbox"/> These Specific Records (Include Records Center Container Numbers): _____			
_____ _____ _____			
Signature of Division Director or Designee		Department	Division
Name and Title		Telephone	Date

02-595(8/81)

FIGURE 6

VI. DISPOSITION OF RECORDS

1. INTRODUCTION

A Records Retention Schedule establishes the guidelines for the disposition of all records created or maintained by an agency. Disposition of records from an agency falls into four categories: transfer to the Records Center, transfer to the State Archives, destruction by the agency directly, and destruction by the Records Center. Records transfer procedures are detailed in Sections III and IV. Procedures for transfer to the State Archives are outlined in Section X. The last two categories are discussed here.

2. DESTRUCTION OF RECORDS BY AGENCIES

If an agency's retention schedule calls for destruction of records without any interim storage in the Records Center, the agency may destroy those records in any appropriate manner.

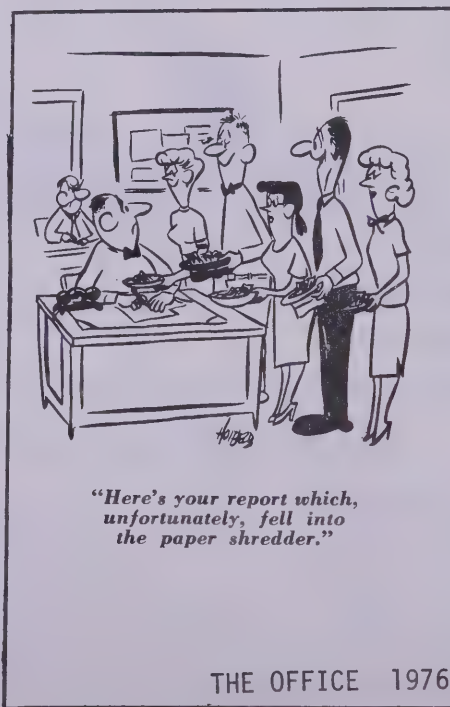
Certain types of materials, while not truly records, are considered confidential or accountable and care should be taken in their destruction once they are outdated. Such materials might include blank accountable forms (Purchase Orders, Delivery Orders, Contract Awards, Field Purchase Orders, Transportation Requests), warrant and/or field warrant stock, test booklets and answer keys, and extra copies of confidential reports or listings. This type of material must be destroyed in a manner which will insure confidentiality or accountability. The Records Center will destroy this type of material for agencies if the volume is large enough so that proper destruction would inconvenience the agency. If the material is to be destroyed by the Center, the agency should prepare a Records Disposition Authorization (form 02-507) and submit it for approval to Archives & Records Management. The material should be neatly boxed for pick-up. Arrangements can be made if necessary for the agency to witness the destruction by calling the Records Center Manager (465-2270).

3. DESTRUCTION OF RECORDS BY THE CENTER

No record is accepted for storage in the Center unless a disposition date has been specified on the Transfer List. When that date is reached, a Records Analyst will prepare a Records Disposition Authorization (see **figure 7**) for approval by the agency of origin. No record is destroyed from the Center without prior approval of the agency of origin and the Departmental Records Officer. If for some reason the records must be retained longer (e.g. because of an unsatisfied audit or litigation), the agency should attach an explanatory memo to the unsigned Records Disposition Authorization and return it to Archives & Records. If the overall retention requirements for the records have changed, the agency's retention schedule should be revised.

In addition to the destruction of confidential and accountable nonrecord material as discussed in paragraph 2, the Center will destroy confidential records for agencies. These records will be listed on the agency's retention schedule for office retention only (no interim period of storage in the Center). Examples of this type of record might be agency copies of personnel files, grievance files, confidential records which have been microfilmed, and confidential reports which are routinely updated. The agency should submit a Records Disposition Authorization for approval to Archive and Records Management and neatly box the records for pick-up.

The Center will insure that the confidentiality of records is maintained during the destruction process. The Center has a high-volume paper shredder and baler as well as a pulverizing machine for destruction of microform records.





STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
Archives & Records Management
Pouch C Mail Stop 0207
Juneau, Alaska 99811
Phone: 465-2270

RECORDS DISPOSITION AUTHORIZATION

ARCHIVES & RECORDS USE ONLY
Disposition Authorization Number

(USE TYPEWRITER ONLY)

1. Department		Dept. No.	2. Division	3. Section or Unit	
4. Location of Records to be picked up: (Street Address, Building Name, Room Number)				Phone	Page 1 of
5. The records described below are authorized for disposition by destruction and/or transfer to the State Archives in accordance with AS 40.21.030(b)(5) or (10). These records: <input type="checkbox"/> Have complied with approved Records Retention Schedule No. _____ <input type="checkbox"/> Have no further administrative, legal, fiscal, or audit values for this agency. (Check this box for unscheduled records only.) <input type="checkbox"/> Have been microfilmed and the film has been verified.					
6. Confidentiality restrictions require special handling for the destruction of these records. <input type="checkbox"/> NO <input type="checkbox"/> YES Cite law or regulation which places confidentiality restriction on these records:					
7. Access to these records if transferred to the State Archives is: <input type="checkbox"/> Unrestricted (Open to the public) <input type="checkbox"/> Restricted, cite law or regulation:					
8. Retention Schedule Item No.	9. Record Series Title & Description (Include beginning and ending date and, if applicable, form or report number. Use the same record series title as on the Records Retention Schedule. Describe completely any unscheduled record.)			10. Transfer List No.	11. Box Number(s)
(Use Continuation Sheet, 02-507A for additional listings)					
RECORDS OF PERMANENT VALUE, AS DETERMINED BY THE STATE ARCHIVIST, WILL BE ACCESSIONED INTO THE STATE ARCHIVES.					12. Number of Containers:

APPROVALS

NOTE: Any Approving Authority having objection to the disposition of listed record(s) must attach an explanation.		Attorney General	Date
Division Director	Date	Commissioner of Administration	Date
Departmental Records Officer	Date	State Archivist	Date
<input type="checkbox"/> The records listed above were destroyed on _____ Cubic Feet			
<input type="checkbox"/> The records listed above were accessioned into the State Archives. Ac _____ Cubic Feet			
<input type="checkbox"/> Selected records were accessioned into the State Archives. Ac _____ Cubic Feet			
The remainder were destroyed on _____		Cubic Feet	

02-507 (Rev. 11/80)

FIGURE 7

VII. CENTRAL MICROFILM SERVICES

1. SERVICES AVAILABLE

The State Central Microfilm Service is located on the 7th floor of the State Office Building in Juneau. Facilities are available for filming, processing, inspecting, mounting, and duplicating records. Technical assistance is offered to agencies with their own micrographics equipment.

The Records Center also offers storage services for original/security microfilm. See Section V, paragraph 8 for procedures on the use of original/security microfilm.

A contract award with several vendors in Anchorage has been established for the full range of micrographic services. Refer to the Contract Award Manual Section Eleven (11-21) for the details of this contract. Archives & Records Management must approve all services under this contract. Agencies should submit their requests with a description of the service to be performed. This description should include the exact records involved (retention schedule and item number). Agencies are encouraged to contact Archives & Records as early in their micrographics planning as possible to avoid last minute delays. Records Analysts are available to assist in the feasibility and planning stages of agency microfilm projects.

2. ARCHIVES & RECORDS MANAGEMENT RESPONSIBILITIES

The Records Management Staff of Professional Records Analysts will assist agencies in determining which types of records should be microfilmed and establish project priorities. They will develop procedures for the implementation of the proposed microfilm system and recommend the proper format and equipment. Records Management must also approve all initial projects before implementation, if a contract vendor is used. A micrographics feasibility study worksheet is shown in **figure 8**.

3. AGENCY RESPONSIBILITIES

If Central Microfilm Services are being utilized, the agency is responsible for preparing all records for microfilming (removing fastening devices and arranging into proper order). A contract vendor will perform these services as part of the job (for an additional fee of course). Agencies are also responsible for any in-depth verification, if desired, of the finished product prior to destruction of the original paper records. Both Central Microfilm and the contract vendors will perform basic quality control inspection of the finished microfilm but neither will do a paper-by-paper comparison of the microfilm with the original paper. This quality control inspection is usually sufficient assurance that all documents were in fact microfilmed.

4. COSTS

Central Microfilm Services are offered to agencies at no charge if Archives and Records Management has secured an appropriation for the project. Certain smaller projects can be accomplished with the agency paying only for materials. Costs for materials and special equipment as well as extra personnel required should be budgeted for by the agency if Archives & Records Management is unable to do so. Such budget requests should be coordinated with Archives & Records to insure that the proposed project is indeed feasible and that Central Microfilm employees will be available at the proper time to undertake the project.

Costs involved in utilizing the contract vendors are, of course, borne by the requesting agency as a contractual service.

5. TRANSFER OF MICROFILM TO THE RECORDS CENTER

Each agency which is involved in the microfilming of its records should transfer the original microfilm to the Records Center for security storage to be used only for regeneration if the duplicate working copy of the film is lost or damaged. Each reel or cartridge of film must be labeled in a standard format (see **figure 9**) and a Records Transfer List should be submitted. Each reel or cartridge should be treated as a separate "box" on the transfer list and have an agency reel number written on the top in pencil. A copy of the transfer list showing the Records Center reel location numbers will be returned to the agency and the Departmental Records Officer.

MICROFILM REEL LABEL

NOTE: Use upper case (caps) only.
Use no abbreviations other than FY (fiscal year); CY (current year); and PY (prior year).

Lightly pencil in temporary agency reel no. as it appears on Transfer List. Records Center will add permanent reel number.

Department number & name: indent 3 spaces → 02 ADMINISTRATION 000

Department number & full identification. Begin 2 lines from top and indent 3 spaces. → 02 ADMINISTRATION
GENERAL SERVICES
ARCHIVES & RECORDS MANAGEMENT

Double-space
Contents: indent 3 spaces → GENERAL CORRESPONDENCE, A-Z
Dates: indent 3 spaces → 1974-1975

Double-space between descriptions
Contents: indent 3 spaces → SUBJECT FILES
Dates: indent 3 spaces → FY 75

Type "MASTER" if this is the original film rather than a duplicate. → MASTER

Limited supplies of labels are available from Central Microfilm Services or they may be purchased directly. The label is a 3m product.

FIGURE 9



STATE OF ALASKA
ARCHIVES & RECORDS MANAGEMENT
Pouch C-MS 0207, Juneau, Alaska 99811

SYSTEM SURVEY/MICROGRAPHIC PROJECT AGREEMENT

PAGES 1 & 2 TO BE COMPLETED BY REQUESTING AGENCY

IDENTIFICATION	
Department	Dept. No. Division Section
Records Officer	Requester/Title Telephone
Location of Records	Date of Survey
Record Series Title (Per Retention Schedule)	Schedule and Item Number
Scheduling or Schedule Revision Requested <input type="checkbox"/> YES <input type="checkbox"/> NO	Systematically Purged <input type="checkbox"/> YES <input type="checkbox"/> NO
	Systematically Retired <input type="checkbox"/> YES <input type="checkbox"/> NO
	Can Destroy After Filming <input type="checkbox"/> YES <input type="checkbox"/> NO
Administrative Function of Record Series	

FILE CONTENT AND CHARACTERISTICS	
INDEXING	
<input type="checkbox"/> Alphabetical <input type="checkbox"/> Chronological <input type="checkbox"/> Subject <input type="checkbox"/> Alpha-Numeric <input type="checkbox"/> Other _____	<input type="checkbox"/> Duplex <input type="checkbox"/> Geographic <input type="checkbox"/> Numeric <input type="checkbox"/> Terminal Digit Provide a random example below: _____ _____ _____ _____
SIZE <input type="checkbox"/> 3x5 <input type="checkbox"/> Other: _____ <input type="checkbox"/> 4x6 _____ <input type="checkbox"/> 5x8 _____ <input type="checkbox"/> 8½x11 _____ <input type="checkbox"/> 8½x14 _____ <input type="checkbox"/> 24x36 _____	TYPE <input type="checkbox"/> Correspondence <input type="checkbox"/> Mixed Records <input type="checkbox"/> Computer Printout <input type="checkbox"/> Forms <input type="checkbox"/> Maps <input type="checkbox"/> Photographs <input type="checkbox"/> Film <input type="checkbox"/> Tab Cards <input type="checkbox"/> Drawings <input type="checkbox"/> Tape/Disc <input type="checkbox"/> Colored Documents <input type="checkbox"/> Bound <input type="checkbox"/> Loose <input type="checkbox"/> Printed Both Sides <input type="checkbox"/> Other _____
FASTENERS Acco <input type="checkbox"/> None <input type="checkbox"/> Rare <input type="checkbox"/> Frequent Staples <input type="checkbox"/> None <input type="checkbox"/> Rare <input type="checkbox"/> Frequent Ring/Post Binders <input type="checkbox"/> None <input type="checkbox"/> Rare <input type="checkbox"/> Frequent Other: <input type="checkbox"/> Rare <input type="checkbox"/> Frequent	Earliest Date _____ Latest Date _____ If forms in file, list numbers: _____ _____ _____ _____ _____
Input Generates <input type="checkbox"/> In Agency <input type="checkbox"/> In Another Agency <input type="checkbox"/> Publicly	Identify Source: _____ _____ _____
Condition of Files <input type="checkbox"/> GOOD (All orig. doc., flat, clear copy) <input type="checkbox"/> FAIR (Some wear, copies, ragged edges) <input type="checkbox"/> POOR (Torn, aged, dog-eared, poor copies)	Colors of Documents to be Microfilmed _____ _____ _____
List Other Agencies or Departments having Duplicate Record: _____ _____ _____	Location of Original Record: _____ _____ _____
Confidentiality: (Cite Governing Law or Regulation) _____ _____	
Total Active Files	Avg. Documents/File
Growth Rate per	Active Life in Office
When Purged: <input type="checkbox"/> Monthly <input type="checkbox"/> FY <input type="checkbox"/> Annual <input type="checkbox"/> Other	
Explain Basis and Estimated Growth Annually: _____ _____ _____	
NEW FILES	No. Created ____ Daily ____ Weekly ____ Mon.
UP-DATED FILES	No. of Existing Files Up-dated ____ Daily ____ Weekly ____ Mon.
Avg. No. of Entries per New File	Peak or Seasonal
Avg. No. of Doc. /Up-date/File	Average Peak or Seasonal
Type of Storage Units	No. of Units
Lineal Ft.	Square Feet/Include Operating Space
Annual Budget for File Maintenance/Supplies	
No. of Clerks per File Maintained	Range
Annual Budgeted Personnel Costs	Annual Space Costs Per Square Foot

Form 02-565(10/81)

FIGURE 8, SIDE 1

OTHER CONSIDERATIONS		
ADVANTAGES OF MICROFILM WOULD BE (Check all that apply)		
<input type="checkbox"/> Save Space	<input type="checkbox"/> Speed Retrieval	<input type="checkbox"/> Reduce Distribution Costs
<input type="checkbox"/> More Productive Use of Personnel	<input type="checkbox"/> Protect Vital Records	<input type="checkbox"/> Control File Integrity
<input type="checkbox"/> More Efficient Up-Dating	<input type="checkbox"/> Simplify Indexing, Coding	<input type="checkbox"/> Faster Copy Reproduction
<input type="checkbox"/> Elimination of Computer Output (Hard-copy)	<input type="checkbox"/> Provide Cross References	<input type="checkbox"/> Other
Provide a Brief Narrative of Systems Investigated or Vendors Contacted:		
<div style="border: 1px solid black; height: 100px;"></div>		
Do you plan to store master film in the Records Center? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do you plan to film according to ANSI and NMA Standards? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do you plan to include proper film certification? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Do Forms/Drawings in file meet design requirements for microfilming? : <input type="checkbox"/> YES <input type="checkbox"/> NO		
Additional Commentary Relevant to this Project:		
<div style="border: 1px solid black; height: 200px;"></div>		

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VIII. FORMS MANAGEMENT SERVICES

1. SERVICES AVAILABLE

Forms Management services include the distribution of statewide and common use administrative forms to all agencies. The Forms Management Unit maintains inventory control over these items and plans procurement to insure a constant stock-on-hand. Consulting services, on a time available basis, are also offered to agencies in forms design and analysis.

It is the policy of the state that only necessary forms be produced, that forms be continuously reviewed to identify and solve procedural problems and eliminate duplications, and that forms be produced in the most economical manner. Each department should appoint a Forms Control Officer who will implement a basic forms management program for agency forms. The Forms Management Unit within Archives & Records Management is responsible for establishing standards for forms production and for the distribution of statewide forms.

2. AGENCY FORMS

Each agency and department uses a variety of forms in order to accomplish its functions. These agency forms must be numbered in a manner that is consistent with the overall state forms numbering scheme. This numbering scheme uses a divided number (02-1234 REV 1/83). The first two digits are the department number and the following digits are assigned at the discretion of the department perhaps with blocks of numbers pre-assigned to divisions or programs. The numbers following the REV indicate the revision or origin date of the form.

In addition to a form number, all agency forms should be titled. The title should be brief but descriptive of the function of the form. The heading should also include the department and division name and address if appropriate.

Agencies are urged to invest in their image with the public and to insure that forms required for public use or distribution look professional and are clear in their purpose and usage. There is a contract award for typesetting services and the costs are usually minimal for good, clean copy suitable for printing.

Each agency is responsible for maintaining an adequate inventory of its forms to meet operational demands and for ordering them in a timely and cost effective manner in compliance with existing contract awards. The Division of General Services and Supply, Purchasing Section has published a pamphlet entitled "How to Specify and Buy Forms" which can be used as a guide.

3. STATE-WIDE FORMS

The Department of Administration requires all agencies to use certain forms in order to accomplish central administrative functions (personnel, purchasing, financial management, and property control). The Forms Management Unit of Archives and Records maintains control over the design, procurement, and distribution of these state-wide forms. The Forms Management Catalog is found in the appendix.

Agencies should submit a Forms Stock Release (see **figure 10**) to order any item found in the catalog.

4. COMMON USE ADMINISTRATIVE FORMS

Aside from the peculiar forms each agency has developed to fulfill its functions and the state-wide forms required by the Department of Administration, certain forms have been found to be in common use. Forms Management will assist agencies to identify such common use administrative form needs and develop the form if necessary. These items will then be added to the catalog for distribution to all agencies. Examples of common use administrative forms are the Request for Eligible List (00-003), the Address Authorization & Change Form (00-004), and the Request for Personnel Action (00-005).

FORMS STOCK RELEASE


TO: Department of Administration Forms Management Unit Pouch C-0219 Juneau, AK 99811			STATE OF ALASKA DEPARTMENT OF ADMINISTRATION FORMS STOCK RELEASE	No.	
FROM:					
Department or PERS/TRS Employer			Division or Section		Date
Name			Delivery Address or Mail Stop		Phone
Quantity	Form No.	Form Title	Amt.Sent	Posted	Remarks
Controlled Forms Received By:				Date:	
02-591 (5-82)					

FIGURE 10

IX. VITAL RECORDS PROGRAM

1. LEGAL BASIS FOR A VITAL RECORDS PROGRAM

AS 40.21.060(5) states that the chief executive officer of each department will identify, segregate, and protect those records vital to the continuing operation of the agency in the event of natural, man-made, or war-caused disaster.

2. WHICH RECORDS ARE VITAL

Vital records are those documents which, in the event of a disaster, would be absolutely necessary to continue the business of government and to protect the rights of citizens with the least degree of effort, cost, and confusion. Such records would be those that (1) would enable the resumption of programs and functions, (2) would recreate legal and financial status, and (3) would fulfill obligations to employees and citizens.

There are three basic steps in determining which records are vital. First, inventory all records. Second, determine which functions and programs are essential to the continuance of operations following a disaster. And third, determine which record groups would be required to carry out those functions.

3. WHAT THE VITAL RECORDS PROGRAM SHOULD ENCOMPASS

Responsibility for the agency vital records program should rest with the Departmental Records Officer and should be coordinated with the Archives & Records Management Section. The program must be developed to encompass all areas of vital records protection—identification of vital record groups, analysis of vital records to determine proper protective measures, and identification of vital records on the records retention schedule.

It is important to keep in mind that records considered essential today may not be essential tomorrow. The vital records program, therefore, must be continuously reviewed and updated. It is also important to remember that essential records should constitute only a small portion of the total State record holdings, normally no more than 2 to 4%. A final point to remember is that vital records are not necessarily permanent records—it may be a record which only exists for a month, but for the month it is vital and should be protected.

4. METHODS OF VITAL RECORDS PROTECTION

A. Natural Dispersal — Maintaining records in two or more well separated locations provides built-in protection. This is the least expensive means of vital records protection since it involves no costs for creating additional record copies.

B. Planned Dispersal — Existing procedures are modified to provide for a copy of vital records to be forwarded to a separate location for safekeeping. Planned dispersal is particularly applicable when the record is initially created in several parts.

C. Duplication — Extra copies of vital records are prepared at the time the record is originated or through scheduled microfilming or other copying methods performed at stated intervals. This method of vital records protection requires definite steps to be taken to insure that records are kept current.

D. On-Site Vaults — A true vital records vault should be kept closed at all times and not used for active files. It should be inspected periodically to make certain that it is being properly maintained.

E. State Archives & Records Center — Original vital records that are used infrequently may be transferred to the Center for safekeeping. Planned dispersal or duplicate copies of vital records may also be sent to the Center. The Center is fire resistant and equipped with modern security systems.



X. ARCHIVAL SERVICES

1. THE STATE ARCHIVES

The Alaska State Archives was established within the Department of Administration by the Legislature in 1970. The State Archivist is responsible for implementing the State Archives & Records Management programs. (AS 40.21.020)

The State Archivist shall (AS 40.21.030):

(1) negotiate for, acquire and receive public records of permanent value including public records of the state and political subdivisions of the state and of defunct public agencies;

(2) establish and operate a state archival depository which shall provide for the preservation, arrangement, repair, rehabilitation, duplication, reproduction, description and exhibition of permanent public records or other documentary material transferred to, or acquired by the state archivist;

(3) review and approve all agency records retention schedules to identify and to insure the preservation of those records having permanent value;

(4) make permanent records under his supervision, other than those required by AS 09.25.120 to be kept confidential, available for public use at reasonable times;

(5) make available to any person for a reasonable fee copies of archival material under AS 09.25.120;

(6) adopt a seal for official use and for certification of record copies which copies shall have the same force and effect as if made by the original custodian of the records;

(7) negotiate payment for the acquisition of public records with the possessor of them;

(8) if negotiations under (7) of this subsection are unsuccessful or if the person in possession of the public records is unwilling to enter into those negotiations, arrange with the person in possession for the microfilming of the records;

(9) accept gifts, bequests and endowments for purposes consistent with the objectives of this chapter;

(10) prepare inventories, indexes, catalogs, and other finding aids or guides to facilitate the use of the archives;

(11) accept documents, including motion picture film, still pictures and sound recordings, that are appropriate for preservation by the state as evidence of its organization, functions, policies, decisions, procedures and transactions.

The chief executive officer of each state agency is required to cooperate with the State Archivist and shall (AS 40.21.060):

(1) make and preserve public records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency, and designed to furnish the information necessary to protect the legal and financial rights of the state and of persons directly affected by the agency's activities;

(2) establish and maintain an active, continuing program for the efficient management of the records of the agency under the procedures prescribed by the Department of Administration, including effective controls over the creation, maintenance and use of records in the conduct of current business;

(3) submit to the Department of Administration, in

accordance with the standards established by it, records retention schedules proposing the length of time which records having administrative, legal or historical value shall be retained.

2. TRANSFER OF RECORDS TO ARCHIVES

Records may be identified on an agency's retention schedule for transfer to the State Archives for permanent retention either with or without an interim period of Records Center storage. If the records are to be stored first in the Records Center, see section III for the transfer procedures. At the end of the Center storage period a Records Disposition Authorization will be prepared by one of the Records Analysts for agency approval. It is this document which actually transfers legal custody of the records from the agency to the Archives.

If the records are to be transferred directly from the agency to the State Archives (without any Records Center storage), the agency should prepare a Records Disposition Authorization (see **figure 7**) and forward it to the State Archivist. A Records Transfer List is NOT to be used to transfer records to Archives.

The agency should neatly pack the records being transferred to the Archives into any suitable container. The Archives staff will rebox the records into acid free boxes which will protect the records from deterioration. Any pertinent finding aids such as file indexes or guides should accompany the records. The agency should not alter the order of the records during the transfer.

After the Records Disposition Authorization has been approved, the Archives staff will pick up the boxes. A copy of the Records Disposition Authorization will be returned to the agency and the Departmental Records Officer which either shows the archival accession number or indicates that the records are being held for further processing. The agency should contact the Archivist or Deputy Archivist for access to the records during the processing period.

3. ARCHIVAL REVIEW

The State Archivist reviews all Records Disposition Authorizations and may select any record(s) having historical value for inclusion in the Archives collection. Certain records series are scheduled on the agency's retention schedule for archival review, but review is not limited to those items.

5. CUSTODY OF ARCHIVAL RECORDS

The legal custodian of records in the Records Center is the agency of origin; but when records are accessioned into the State Archives, the State Archivist becomes the legal custodian. The agency of origin gives up legal custody of its records when they are accessioned into the Archives. Restrictions placed by the agency of origin on access to the records will be respected by the Archives as long as there is a legal basis for such restrictions. Otherwise, all records in the Archives are open to researchers.

XI. COMMERCIAL RECORDS CENTERS

1. GENERAL GUIDELINES

Until the state can provide additional State Records Centers similar to the one in Juneau, state agencies outside Juneau are encouraged to use the services of commercial records centers for storage of records that are on approved retention schedules. A contract award has been established with Business Archives and Records Storage Company in Anchorage to provide services under the following guidelines:

- (1) The commercial records center must provide a facility and services at least equal to those provided by the State Records Center in Juneau for protection against fire, theft, and breach of confidentiality.
- (2) The commercial records center must be under experienced professional records center management at least equal to that of the State Records Center in Juneau.
- (3) The use of a commercial records center, in lieu of the State Records Center in Juneau, must be justified on the basis of economy and/or immediate retrieval requirements. You are reminded that the State Records Center in Juneau makes no charge for boxes, storage space, or reference service.
- (4) Each agency will be responsible for budgeting and paying for space and services utilized by their own agency.

2. RECORDS RETENTION SCHEDULES REQUIRED.

All records that are to be placed in commercial records center storage must be on an Archives & Records Management approved Records Retention Schedule (form 02-503) prior to the transfer of the records. Since agency records are inter-related, all records of an office (not merely the particular record series that is desired to be placed in storage) ordinarily should be on a Retention Schedule before any records are approved for transfer to a records center. A records analyst from Archives & Records Management is available for assistance. For further information, see the section on Records Retention Schedules.

3. RECORDS STORAGE BOXES

The commercial records center will provide standard one cubic foot records storage boxes. The box is designed to hold either letter or legal-sized documents. It is a sturdy corrugated container with a separate lid and will hold up to 35 pounds of records. Special arrangements can be made for the storage of oversized documents such as maps or engineering drawings. The Center also provides a warrant-sized box for the storage of 3" x 8" documents.

Requests for boxes should be submitted far enough in advance to insure that the boxes are on hand when

packing is to begin. Boxes are delivered unassembled. To determine the number of boxes that will be needed, multiply the number of file drawers to be transferred by 2. Unused boxes should be returned to the Center, when records are transferred, for credit.

4. PACKING THE BOXES

Pack the records into the boxes in the same order as they are filed in the office. A group of records maintained in the office in alphabetical order should be packed so that the A's are in the first box and Z's in the last, not A through Z in each box. Leave about one inch of space in each box so that retrieving the records will be easier. If records will be interfiled into the boxes at some future date, be sure to leave enough room in the box at the time of transfer. *Do not place records with different disposition dates in the same box.* Make no marks on the box other than an agency temporary box number in or near the handle hole. The agency's temporary box number should not be more than 1/2" high. Do not include non-record material in any box for transfer to the Center. A listing of non-record materials is found in the appendix. Shelf units in the Center have a very small clearance so the tops of boxes must sit down securely on the box. Do not overload the boxes or force folders into the boxes. Records must be packed in a retrievable order. Duplicate copies of material should not be packed as this only increases the volume and thus the storage and retrieval costs.

5. THE RECORDS TRANSFER LIST

The Records Transfer List (form 02-506) is prepared by the agency and serves a dual purpose. First, it transfers the physical custodianship of the records from the agency to the Center. And second, it provides an inventory sufficiently, but not overly, detailed to aid the Center staff in providing reference services and to allow the agency to keep track of its records. The records description should be as complete as possible. It will serve as the primary means of locating records in the Center. *It is the agency's responsibility, when requesting records retrieval, to tell the Center the box number of the requested records.*

6. PREPARATION OF THE RECORDS TRANSFER LIST

The agency prepares the Records Transfer List for each shipment of records. Records should be described *exactly* as they are in the Records Retention Schedule. The agency preparing the Transfer List will forward it to Archives & Records Management in Juneau for approval *prior* to transferring the records to the Center. A suspense copy of the list should be kept by the agency. After records have been received and processed into the Center, the Center will send a copy of the list to the agency and to Archives & Records Management in Juneau. This copy will show the Records Center location number for each box transferred. Once this number is assigned, the agency's temporary box number is not used.

7. FINDING AIDS

Transfer lists should be accompanied whenever possible by relevant finding aids such as indexes or file plans which would assist the Center staff in performing reference services. A finding aid could be copy of the file plan outline for the records transferred or a simple description of the manner in which the records are filed (e.g., in terminal digit order; by social security number; by geographic location).

8. OVER AND UNDERSIZED RECORDS

Oversized records, such as bound ledgers or similar volumes, which will not fit into the standard records center box, should be wrapped in brown paper and tied with a strong cord. Identification tags should be placed on the package. The package should be treated as a separate box on the transfer list.

Small documents such as index cards, may be placed into standard records center boxes if they are bundled into 300 to 500 item lots by tying. These bundles can then be placed in the box in two or more layers using cardboard pads between layers. Care must be taken to preserve the original order of the items when packing the box so that reference in the future will be easier. If the small documents being transferred will have a relatively high reference rate (monthly access), only one layer of bundles should be put into a box.

The Center will provide a standard carton for the storage of 3' x 8' documents such as warrants or tab cards.

Maps or drawings may be rolled and packed into tubes. Each tube should be treated as a separate box on the transfer list.

9. MAGNETIC TAPE TRANSFER

Sound recording tapes, cassettes, or computer tapes require special storage conditions. Contact the commercial records center manager or the State Archivist (465-2275) for further information.

10. PICK UP OF RECORDS

Arrangements for pick up can be made by calling the Center. Boxes which are improperly assembled, overpacked, or marked on; for which the transfer is incomplete or which has not been approved by Archives & Records will not be accepted.

11. REFERENCE SERVICES AVAILABLE

The reference services available from a commercial records Center in Juneau (see the section on Reference Services). However, the commercial records center will make a charge for every service requested.

12. OBTAINING REFERENCE SERVICES

An agency may obtain reference service on their stored records by either writing or phoning the commercial records center. The following information is

usually required so that the center staff can locate the desired information quickly:

- A. Requestor's full name, phone number, and address.
- B. Requestor's department, division, and section.
- C. Whether a photocopy of the record(s) or the original record(s) is desired.
- D. Whether this is a temporary or a permanent withdrawal of records.
- E. File number, title, and date of the information required.
- F. Records Center Location Number (refer to the transfer list).

13. INFORMATION ONLY REQUESTS

Requests for "information only" from stored records can be processed in most cases. The specific information desired and where in the records it can be found should be given to the Center staff. "Information only" requests speed reference service and eliminate the need for delivery of records. When requesting this type of reference service it should be remembered that the Center staff can read only the facts as they appear in the record and can not interpret those facts. If any interpretation is required, the agency should ask for the return of the record(s) or should consult them in the Center's reference area.

14. CENTER SEARCH ROOM

A Search Room is provided in the Center for agency use. Copying facilities are provided. The Center staff will pull any box(es) needed for research. Agencies are encouraged to use this search room rather than to have records returned to their agency for reference purposes whenever the costs of delivery services are greater than the costs (considering time and travel) of using the Search Room.

15. DELIVERY SERVICE

The Center staff will deliver records upon request. The staff will also pick up records to be returned to the Center. The postal service should not be used for this purpose unless certified mail with a return receipt service is utilized. The agency may send a messenger to the Center to pick up and return records.

16. RECEIPT FOR RECORDS

All records delivered to agencies are accompanied by a receipt which the agency should sign. When records are returned to the Center the agency should receive a receipt for their return. Return of records is expected within two weeks unless prior arrangements have been made.

17. ACCESS TO STORED RECORDS

Access to records is limited by restrictions placed on those records by the agency of origin at the time of transfer, or as revised thereafter. Agency employees utilizing the Center's Search Room and messengers

to the Center to pick up records must provide proper identification as an agency representative.

18. DESTRUCTION OF RECORDS

No state record may be destroyed without proper written authorization. This authorization is provided by an approved Records retention Schedule (form 02-503) and by a Records Disposition Authorization (form 02-507). The Center, for an additional charge, will provide destruction services. In no case whatsoever will the Center destroy records without an approved Records Disposition Authorization initiated by the agency or by Archives & Records Management and approved by both the agency and the state Archivist. For further information about records destruction, see the section on Destruction of Records.

19. OWNERSHIP OF TRANSFERRED RECORDS

All records created and maintained by state agencies are the property of the State of Alaska. The agency creating or maintaining the record is the *legal* custodian. Records that are transferred to the Center remain in the legal custodianship of the agency of origin; the Center, however, becomes the *physical* custodian of the records. This physical custodianship means that the Center accepts responsibility for protecting records from unauthorized access, from damage, deterioration, and misuse. Legal control and access is retained by the agency of origin.

Records transferred into the *State Archives* (as distinct from a state or commercial *records center*) come under the physical and legal custodianship of the State Archivist (i.e., the agency of origin gives up its legal custodianship when its records are accessioned into the Archives).

APPENDIX

EXAMPLES OF NONRECORD MATERIALS

1. Books, magazines, publications received from other **agencies**.
2. Drafts, after the original has been approved.
3. Blank forms.
4. Extra copies of correspondence or reports kept **for convenience**.
5. Input data for computer, after the report has **been generated**.
6. Notes, after the report has been put into **final form**.

GENERAL ADMINISTRATIVE RECORDS SCHEDULE

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
ARCHIVES & RECORDS MANAGEMENT

THE GENERAL ADMINISTRATIVE RECORDS SCHEDULE IS A COMPENDIUM OF COMMON RETENTION PERIODS FOUND IN EXISTING SCHEDULES. IT IS TO BE USED AS AN ADDENDUM TO AN AGENCY SCHEDULE.

P - Permanent
A - Audit
RETENTION CODE
T - Terminated
C - Current/Active
TO - Term of Office
Numerals = Years
SCHEDULE NUMBER
77037A
REV. NO.
1
PAGE NO.
1/2

ITEM NO.	RECORD SERIES TITLE	STATE FORM NO.	RETENTION PERIOD			FINAL ACTION		RECORD	REMARKS
			OFFICE	RECORDS CENTER	ARCHIVES	DESTROY	VITAL		
	AGENCY COPIES OF RECORDS RELATING TO OFFICE ADMINISTRATION								
1	RECORDS RETENTION SCHEDULE	02-503	C	-	-	T			
2	RECORDS TRANSFER LIST	02-506	C + 5	-	-	T + 5			Maintain 5 years after destruction of records. Note: originals of items 1, 2 & 3 are maintained permanently in Archives & Records Management.
3	RECORDS DESTRUCTION AUTHORIZATION	02-507	5	-	-	5			One copy of each revision maintained in office
4	FILE SYSTEM INDEX		C	-	-	-			Arranged by date.
5	READING OR CHRONOLOGICAL FILES		2	-	-	2			Arranged by subject.
6	GENERAL CORRESPONDENCE FILES		3	-	-	3			
7	INTRA-AGENCY CORRESPONDENCE & MEMOS		3	-	-	3			
8	TWX & TELETYPE MESSAGES		3	-	-	3			
9	TELEPHONE LOG		3	-	-	3			
10	INTER-AGENCY CORRESPONDENCE & MEMOS		3	-	-	3			
11	INQUIRIES & REQUESTS FOR INFORMATION		1	-	-	1			

APPROVALS:

Charles H. Lawrence
1. RECORDS ANALYST

Ray M. Finney
2. ATTORNEY GENERAL (A.S. 40.21.030(b)(11))

Ray M. Finney
3. STATE ARCHIVIST (A.S. 40.21.080(1)(5))

Ray M. Finney
4. COMMISSIONER OF ADMINISTRATION

DATE:

3/15/78

3/28/78

3-29-78

4/3/78

GENERAL ADMINISTRATIVE RECORDS SCHEDULE

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
ARCHIVES & RECORDS MANAGEMENT

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P - Perpetrant
A - Audit

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77037A

REV. NO. 1

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ITEM NO.	RECORD SERIES TITLE	STATE FORM NO.	RETENTION PERIOD		FINAL ACTION		RECORD VITAL	REMARKS
			OFFICE	RECORDS CENTER	ARCHIVES	DESTROY		
12	REQUESTS FOR PUBLICATIONS		C	-	-	-		Return request with publication.
13	POLICY & PROCEDURE FILES		C	-	P	-	X	Retain in office until superseded.
14	AGENCY OPINIONS, DECISIONS, AND INTERPRETATION FILES		C	-	P	-		
15	OPINIONS, DECISIONS, INTERPRETATIONS FROM OTHER AGENCIES		C	-	-	T		
16	TRIP REPORTS		3	-	-	3		
17	STAFF MEETING MINUTES & NOTES		3	-	-	3		
18	CONFERENCE & SEMINAR NOTES		C	-	-	T		
19	OFFICIAL BOARD MEETING MINUTES		5	-	P	-		
20	MONTHLY ACTIVITY REPORTS		3	-	-	3		
21	QUARTERLY REPORTS		5	-	-	5		Includes program performance reports.
22	ANNUAL REPORTS		5	-	P	-		
23	AGENCY NEWS RELEASES		1	-	P	-		
24	NEWS RELEASES FROM OTHER AGENCIES		1	-	-	1		
25	SPEECHES BY AGENCY PERSONNEL		1	-	P	1		Transfer to Archives only if the files are mounted & the sources identified.
26	ARTICLES & CLIPPING FILES		C	-	P	-		

GENERAL ADMINISTRATIVE RECORDS SCHEDULE

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
ARCHIVES & RECORDS MANAGEMENT

THE GENERAL ADMINISTRATIVE RECORDS SCHEDULE IS A COMPENDIUM OF COMMON RETENTION PERIODS FOUND IN EXISTING SCHEDULES. IT IS TO BE USED AS AN ADDENDUM TO AN AGENCY SCHEDULE.

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Numerals = Years

SCHEDULE NUMBER
77037B

REV. NO.
1

PAGE NO.
1/2

ITEM NO.	RECORD SERIES TITLE	STATE FORM NO.	RETENTION PERIOD			FINAL ACTION		RECORD VITAL	REMARKS
			OFFICE	RECORDS CENTER	ARCHIVES	DESTROY			
1	AGENCY PAYROLL RECORDS		C + 1	-	-	T + 1			Div. of Finance maintains permanently.
2	TRAVEL AUTHORIZATIONS & REQUESTS	02-027	2	-	-	2			Dept. Fiscal Unit maintains audit copy.
3	CLAIMS FOR REIMBURSEMENT		2	-	-	2			" " "
4	REQUESTS FOR TRANSPORTATION	02-019	2	-	-	2			" " "
5	BUDGET WORKSHEETS		5	-	-	5			Budget & Mgt. maintains final submissions and revised programs permanently.
6	AUDIT REPORTS		C	-	-	T			Internal Audit maintains for 9 years
7	VOUCHERS, VENDOR FILES, INVOICES	02-049 02-050	2	-	-	2			Legislative Audit maintains permanently.
8	TOLL CALL STATEMENT	02-087	6 mo.	-	-	6 mo.			Div. of Finance maintains 7 years.
9	ENCUMBRANCE DOCUMENTS	02-048	2	-	-	2			Dept. Fiscal Unit maintains audit copy.
10	TRANSMITTALS OF RECEIPTS	02-037	2	-	-	2			" " "
11	CONTRACTS & AGREEMENTS		C + 1	-	-	T + 1			" " "
12	FIELD WARRANTS REGISTERS & LOGS		C + 2	5	-	7			

Pursuant to the provisions of A.S. 40.21.060 (3), "Management & Preservation of Public Records", the records listed on this schedule are recommended for disposal as indicated.

SIGNATURE

Bill Mullin

Bill Mullin, Director Division of Finance
NAME & TITLE (PLEASE TYPE)

DATE

3/15/78

APPROVALS:

To handle

DATE:

3/15/78

1. RECORDS ANALYST

ATTORNEY GENERAL (A.S. 40.21.030(b)(11))

3/24/78

3. STATE ARCHIVIST (A.S. 40.21.030(a)(3))

3-24-78

4. COMMISSIONER OF ADMINISTRATION

3-27-78

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
ARCHIVES & RECORDS MANAGEMENT

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GENERAL ADMINISTRATIVE RECORDS SCHEDULE

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
ARCHIVES & RECORDS MANAGEMENT

THE GENERAL ADMINISTRATIVE RECORDS SCHEDULE IS A COMPENDIUM OF COMMON RETENTION PERIODS FOUND IN EXISTING SCHEDULES. IT IS TO BE USED AS AN ADDENDUM TO AN AGENCY SCHEDULE.

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SCHEDULE NUMBER
77037C

REV. NO.
1

PAGE NO.
1

ITEM NO.	RECORD SERIES TITLE	STATE FORM NO.	RETENTION PERIOD		FINAL ACTION		RECORD	REMARKS
			OFFICE	RECORDS CENTER	ARCHIVES	DESTROYED		
	AGENCY COPIES OF RECORDS RELATING TO PERSONNEL							
1	AGENCY PERSONNEL FILES, CLASSIFIED AND/OR PARTIAL EXEMPT		C + 1	-	-	1		Div. of Personnel maintains 75 years Retain agency files if some EEO action is pending until 1 year after settlement.
2	AGENCY PERSONNEL FILES, EXEMPT		C + 1	-	P	-		
3	APPLICATIONS FOR EMPLOYMENT	02-250	1	-	-	1		Div. of Personnel maintains 4 years
4	EMPLOYMENT INQUIRIES & RESUMES		1	-	-	1		
5	RECRUITMENT ACTIVITY RECORDS		C + 1	-	-	1		Retain files if some EEO action is pending until 1 year after settlement.
6	POSITION DESCRIPTIONS	02-8200	C	-	-	T		Continuously updated
7	CLASSIFICATION SPECIFICATIONS		C	-	-	T		Continuously updated
8	LEAVE APPLICATION/REPORT	02-035	1	-	-	1		Usually a copy is included in the Agency personnel file.
9	LEAVE RECORD CARD	02-028	C + 1	-	-	1		Forwarded to Div. of Finance upon termination of employee. Effective until implementation of automated system scheduled for September 1, 1978

Pursuant to the provisions of A.S. 40.21.060 (3), "Management & Preservation of Public Records", the records listed on this schedule are recommended for disposal as indicated.

SIGNATURE

Patrick L. Hunt

Patrick L. Hunt, Director, Division of NAME & TITLE (PLEASE TYPE) Personnel

DATE
July 13, 1978

APPROVALS:

1. RECORDS ANALYST

Charles J. Clevett

2. ATTORNEY GENERAL (A.S. 40.21.030(b)(1)(1))

William M. Givens

3. STATE ARCHIVIST (A.S. 40.21.030(a)(3))

Robert J. Gatto

4. COMMISSIONER OF ADMINISTRATION

DATE:

July 13, 1978

July 14, 1978

July 17, 1978

7-18-78

GENERAL ADMINISTRATIVE RECORDS SCHEDULE

STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
ARCHIVES & RECORDS MANAGEMENT

THE GENERAL ADMINISTRATIVE RECORDS SCHEDULE IS A COMPENDIUM OF COMMON RETENTION PERIODS FOUND IN EXISTING SCHEDULES. IT IS TO BE USED AS AN ADDENDUM TO AN AGENCY SCHEDULE.

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SCHEDULE NUMBER
77037D
REV. NO. 1
PAGE NO. 1

ITEM NO.	RECORD SERIES TITLE	STATE FORM NO.	RETENTION PERIOD			FINAL ACTION		RECORD VITAL	REMARKS
			OFFICE	RECORDS CENTER	ARCHIVES	DESTROY	RECORD		
	AGENCY COPIES OF RECORDS RELATING TO PROPERTY & SUPPLY								
1	LEASES		C + 1	-	-	T + 1			Div. of General Services maintains 7 yrs. Dept. Fiscal Unit maintains audit copy.
2	PROPERTY INVENTORIES		C	-	-	T			
3	SUPPLY REQUISITIONS		1	-	-	T			
4	REQUEST FOR DUPLICATION	02-095	2	-	-	2			
5	MONTHLY VEHICLE REPORT		2	-	-	2			
6	EXCESS REPORTS	02-622	3	-	-	3			
7	REPORTS OF REVIEW FOR LOST, STOLEN OR DAMAGED PROPERTY	02-629	3	-	-	3			
8	PROPERTY TRANSFER DOCUMENTS	02-624	3	-	-	3			
9	RECEIVING REPORT & PROPERTY CONTROL DATA COLLECTION FORM.	02-623	3	-	-	3			
10	RECORDS FOR PROPERTY PURCHASED WITH FEDERAL FUNDS.		C + 3	-	-	T + 3			T = final disposition of property or completion of audit.

Pursuant to the provisions of A.S. 40.21.060 (3), "Management & Preservation of Public Records", the records listed on this schedule are recommended for disposal as indicated.

SIGNATURE

Richard C. Bradley

RICHARD BRADLEY, DIRECTOR DIV. OF GENERAL NAME & TITLE (PLEASE TYPE) SERVICES & SUPPLY
3/15/78
DATE

APPROVALS

Shirley M. Demaris
1. RECORDS ANALYST

2. ATTORNEY GENERAL (A.S. 40.21.030(b)(1)(i))

3. STATE ARCHIVIST (A.S. 40.21.030(d)(3))

4. COMMISSIONER OF ADMINISTRATION

DATE:

3/15/78

3/22/78

3-24-78

3-27-78

GLOSSARY

ACCESS	Permission to use and reproduce records. Access may be limited or qualified (restricted) by the agency of origin or the agency having legal custody of the records.	FINDING AID	A written guide, index, list, inventory, or catalog describing a group of records in order to clarify the subject content and organization so that the use of the records is facilitated.
ACCESSION	1) The process of transferring records from an agency into the Records Center or into the Archives. 2) A group of records so transferred.	FISCAL VALUE	The usefulness of records for information about the financial transactions and obligations of an agency.
ADMINISTRATIVE VALUE	The usefulness of records to the agency of origin in carrying out its day to day activities.	HISTORICAL VALUE	The usefulness of records for research concerning the agency of origin or for information about persons, places, events, or things.
AGENCY	A department, office, state board or commission, public corporation, or other organizational unit of or created under the executive branch of state government. The term does not include the University of Alaska.	HOLDINGS	All of the records in the custody of an agency, archives, or records center.
ARCHIVES	1) The noncurrent records of an agency preserved because of their continuing value; also referred to in this sense as archival records. 2) The agency responsible for selecting, preserving, and making available archival materials. 3) The building or part of a building where such materials are located; also referred to as an archival depository.	INVENTORY	A descriptive listing by records series of the records of an agency usually including information on volume, arrangement, dates, and locations covered in each entry.
CERTIFICATION	1) The act of attesting the official character of a record or a reproduction of a record. 2) The document containing such an attestation.	LEGAL CUSTODY	Control of access to, possession of, and responsibility for records based on specific statutory authority.
CUBIC FOOT	The basic measurement for records volume. For example, a letter-sized file drawer normally holds 1.5 cubic feet of records.	LEGAL VALUE	The usefulness of records for providing evidence of legally enforceable rights or obligations of the government or private persons.
CUSTODY	The guardianship of records. Custody can be either physical (protective responsibility only) or legal (legal title to records) or both.	LINEAR FOOT	A unit of measurement sometimes used to determine the quantity of records in terms of the length of space occupied without regard for height or width.
		LOCAL RECORDS	Any public record of a city or borough of any class, village, district, authority or other political subdivision unless the record is designated or treated as a state record under state law.
		PERMANENT WITHDRAWAL	Recall of records from the physical custody of the records center back to agency. This is considered to be a disposition and not a reference service loan.

PHYSICAL CUSTODY	Protective responsibility for records. Includes taking precautions against unauthorized access, fire, deterioration, and misuse. Control of access is maintained by the legal custodian of the records. The physical custodian performs reference services on the basis of administrative agreement.	RECORDS DISPOSITION	Management planning and analysis required to determine when records are no longer needed for current operations. The determination includes transfer to a records center, destruction, reproduction by microfilming with subsequent destruction of original paper record, or transfer to an archival facility for permanent preservation. These determinations are recorded on the records retention schedule.
PUBLIC RECORD	Any document, paper, book, letter, drawing, map, plat, photo, photographic file, motion picture film, microfilm, microphotograph, exhibit, magnetic or paper tape, punched card, or other document of any other material, regardless of physical form or characteristic, developed or received under law or in connection with the transaction of official business and preserved or appropriate for preservation by an agency or political subdivision, as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the state or political subdivision because of the informational value in them; the term does not include library and museum materials developed or acquired and preserved solely for reference, historical or exhibition purposes, extra copies of documents preserved solely for convenience or reference, or stocks of publications and processed documents.	RECORDS MANAGEMENT	A program designed to provide economy and efficiency in the creation, organization, maintenance, use, and disposition of records; assurance that needless records will not be created or kept; and assurance that valuable records will be retained.
		RECORDS OFFICER	An individual designate by the chief executive officer in each department who acts as a liaison between the department and the Archives and Records Management Section on all matters relating to the records management program in the department.
		RECORDS SERIES	Documents, volumes, or folders that are arranged under a single filing system or are kept together as a unit because they relate to a particular subject, result from the same activity, or have particular form.
READING ROOM	An area set aside in the State Archives & Records Center building for use by researchers in archival records.	REFERENCE SERVICE	Making available for official use or to the public records in custody including copies or reproductions both authenticated and unauthenticated, or furnishing information gathered from documents.
RECORDS CENTER	An establishment maintained primarily for the storage, servicing, security, and processing of noncurrent records that need not be retained in expensive office space and equipment.	RESEARCH VALUE	The usefulness of records for research by government, business, private organizations, and scholars.
RECORDS CENTER CARTON	A corrugated cardboard container designed to hold one cubic foot of records, either letter or legal sized.	RESTRICTION	Limitations placed by appropriate authority on access to records or information.
RECORDS RETENTION SCHEDULE	A written description of record groups showing disposition action to be taken at specified intervals.	RETENTION PERIOD	The time period a particular record series is to be kept.

SEARCH ROOM

Space set aside in the Center for use by researchers.

STACK AREA

That portion of the Center devoted to and equipped for the storage of records as distinct from the office, search, receiving, and disposal areas.

TRANSFER LIST

A summary listing of records transferred to the Center prepared at the time of transfer by the agency of origin and showing the expected disposition dates for the records.

VAULT AREA

A specially constructed vault in the State Archives & Records Center building devoted to the holding of permanently valuable records.

VITAL RECORDS CHECK LIST

	YES	NO
1. Do you know the emergency mission of your office?		
2. Are all records vital to your emergency mission stored off-site or otherwise protected?		
3. Are only records vital to your emergency mission stored off-site?		
4. Are these records adequately arranged and listed and indexed?		
5. Are these records kept current?		
6. Are obsolete materials systematically removed?		
7. Are statements of emergency mission, delegations of authority, and pre-drafted emergency issuances available and protected?		
8. Are adequate records of personnel and employee benefits protected or stored off-site?		
9. Are large volume records vital to the eventual safeguarding of legal rights dispersed elsewhere?		
10. Are records necessary to facilitate the establishment of new programs dispersed or otherwise protected?		
11. Has the need for such records been checked against other sources for possible reconstruction of the files?		
12. Has the availability of microfilm readers in your area been checked?		
13. Have field office vital records programs been coordinated with the central offices?		
14. Is there provision, through reports or otherwise, for periodically checking on the adequacy of the vital records program?		
15. Were the records designated as vital and protected through dispersal or off-site storage adequate during the last emergency or drill?		
16. Is the program simple and inexpensive so that you anticipate no problems in keeping it up to date?		
17. Are adequate security measures in effect for the program?		
18. Is your office program in full operation and now capable of meeting emergency requirements or are you in for an unpleasant surprise?		

FILE CABINET OPERATING COSTS FORMULA

Cost of equipment, depreciated over 10 years.....\$ _____

* Cost of space per square foot per year.....\$ _____
 (7.5 sq. ft. x \$ _____ per sq. ft. per year)

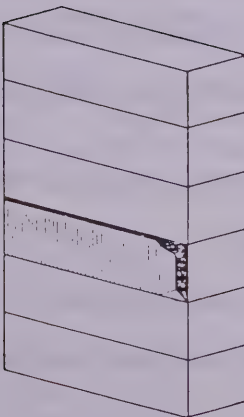
Cost of supplies (\$15 per drawer).....\$ _____

Cost of labor.....\$ _____
 (salary of file clerk ÷ number of file cabinets serviced)

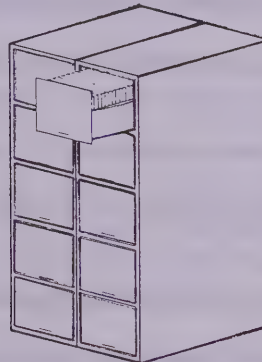
TOTAL ANNUAL COST PER CABINET \$ _____

*NOTE: Space costs should include ASHA or leasing costs, insurance, and maintenance or janitorial costs all figured per square foot per year.

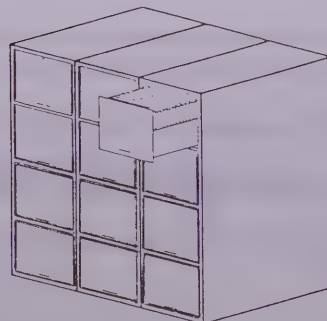
SPACE COMPARISON – FILE CABINETS vs SHELVES



One 6-Shelf Office Unit consumes 7.5 sq. ft.* of floor space but holds 18 cu. ft. of Records, plus no drawer to open and close to waste time and stumble over.



One 5-Drawer Cabinet consumes 7.5 sq. ft.* of floor space and holds only 9 cu. ft. of records.



One 4-Drawer Cabinet consumes 7.5 sq. ft.* of floor space and holds only 6 cu. ft. of records.

FILES MANAGEMENT TIPS

HOW TO APPRAISE FILES IN 60 SECONDS

- 1) **Open a drawer and see how crowded it is.**
There should be 3-4" of free space to work in. A tightly packed drawer slows filing time to a crawl and thus increases filing costs.
- 2) **Check for the number of file guides in the drawer.**
An active file drawer should contain 5-15 guides. Improper use of guides causes inefficient filing and misfiling.
- 3) **Note the type and condition of the file folders.**
Is the tab style consistent? Is the stock and weight of the folders consistent?
A well run file will have uniform folder weight, size, and tabs. There will be a quickly recognized scheme to the arrangement of the tabs.
- 4) **Note how the folders are labeled.**
Are regular file folder labels used? Are labels typed? Are standard colors used that tie in with the overall system?
- 5) **Note the amount of material filed in each folder.**
Folders normally will hold 3/4 to 1" of papers before a second volume is needed.
Papers become easily mutilated in an overcrowded folder.

TEN QUESTIONS TO ASK IN APPRAISING FILES MANAGEMENT TECHNIQUES

- 1) Does someone in the office determine whether or not any given paper created or received must be filed and where?
- 2) Does this office have a policy regarding the filing of draft copies, duplicates, route slips, and envelopes?
- 3) Are originators of publications and reports requested to discontinue sending in materials that are not referred to?
- 4) Does this office routinely reply on the incoming letter or use form letters when appropriate?
- 5) Does this office have a filing system outline which is up-to-date?
- 6) When a file becomes inactive, is it physically moved to another section of the drawer?
- 7) Are the files separated or identified in some way to show the age, so that it will be easy to transfer or dispose of records in accordance with Retention Schedules?
- 8) Are file drawers used for supplies, forms, personal items?
- 9) Are bulky items such as publications stored in file drawers?
- 10) Is a system of out-cards used when files are removed from the drawers?

FORMS MANAGEMENT CATALOG (4-84)

This catalog is for those persons responsible for ordering statewide forms. The Forms Warehouse at 450 Whittier Street in Juneau stocks and distributes all items listed in the catalog. Selected items are also stocked in Anchorage at the Department of Administration Central Duplicating Facility. Agencies are urged to coordinate their forms orders through their departmental supply officer.

HOW TO ORDER: Send your completed Forms Stock Release (02-591) to:

Forms Management Services

Pouch C, Mail Stop 0219 OR
Juneau, AK 99811
(907) 465-2278

Forms Distribution Center

c/o Central Duplicating Services
143 E. 9th Avenue
Anchorage, AK 99501

Be sure to include your mailing address or local mail stop. Order in terms of the unit of issue listed in the catalog (i.e. by the pad or package). We will not automatically backorder an item that is temporarily out-of-stock, you must place another order later.

DELIVERY: Central Mail Service delivers all orders in the Juneau area. The U.S. Postal Service is used for out-of-town deliveries. The Anchorage Forms Distribution Center has no delivery or mail-out facilities and all orders must be picked up by the agency. Allow two to three weeks for out-of-town deliveries.

CONTROLLED FORMS: Items marked with the # symbol are controlled issue forms. These must be ordered separately from other forms. They will be delivered by Forms Management staff or certified U.S. Mail. All controlled forms must be signed for by a certifying officer or designee.

CHARGES: There are no charge-backs to Executive Branch agencies for items distributed by Forms Management Services. PERS and TRS employers may order only those items relating to the administration of the various retirement systems.

OBSOLETE & REVISED FORMS: The edition date is the latest revision date for each form. Unless otherwise noted, all older editions remain valid. The * symbol indicates that all previous editions are invalid and should be discarded. The / symbol indicates that the item has become obsolete since the last issue of the catalog and is no longer stocked by the warehouse.

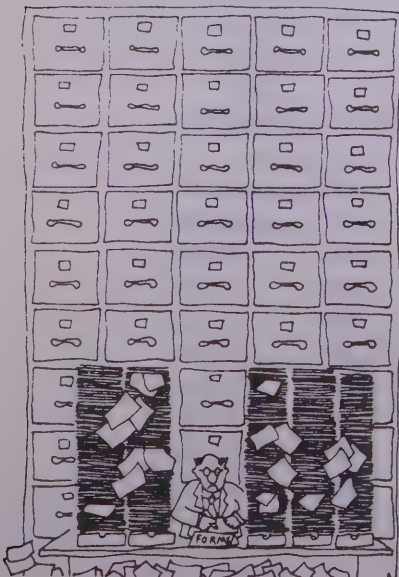
SYMBOLS: # Controlled Issue Form

* All previous editions invalid

/ Obsolete

Order Early –

MAKE MY DAY



PERSONNEL-PAYROLL-LABOR RELATIONS FORMS:

<u>Form No.</u>	<u>Edition</u>	<u>Title</u>	<u>Unit of Issue</u>
00-003	7-82	Request for Eligible List	pad/50
00-004	8-82	Address Authorization/Change	pad/50
00-005	9-82	Request for Personnel Action	pkg/100
00-006	7-83	Employment Clearance	Order direct from Central Duplicating.
02-023	4-82	Personnel Action	pkg/100
02-024	1-82	Employee Affidavit & Oath	pad/50
02-024A	1-84	W-4 Form	pad/100
02-028	9-75	Employee Leave Record Card	pad/100
02-035	10-80	Leave Request/Report	pkg/100
02-035A	--	Certificate of Physician	pad/100
02-090	11-79	Request for Mid-Month Draw	pad/50
02-091	12-75	Notice of Employee Pay Problem	pkg/200
02-096	3-81	LTC Payroll Attendance & Time Transmittal	pad/50
02-196	4-74	LTC Payroll Time Transmittal	pad/50
02-200	1-81	Designation of Beneficiary for Unpaid Compensation	pad/100
02-209	5-82	Request for Salary Advance	pkg/100
02-216	4-84	Return from Layoff Employment Conditions	pad/50
02-225	4-84	Request for Recruitment Effort	Pad/50
02-230	4-84	Request for Non-Permanent Employee	pkg/100
02-250	3-83	Employment Application	pkg/100
02-250A	8-83	Additional Work History	pad/50
02-252	5-77	Performance Evaluation	pkg/100
02-252WC	4-82	Performance Evaluation Worksheet	pad/100
02-254	4-84	Request for Certification	pkg/100
/ 02-256	OBSOLETE	Non-Permanent Employee Needs ID	
02-403	6-77	Time Card	box/2000
02-404	9-82	Supplemental Warrant Action	pad/100
02-416	3-76	Time Sheet (Multi-part)	pkg/200
02-452	8-82	EIS Batch Header: Time cards & Temp. Adj.	pad/100
02-464	10-79	EIS Payroll Temporary Adjustment	pad/100
02-465	--	Leave Accounting Batch Slip	pad/100
02-467	11-78	Leave Accounting Edit Correction	pad/100
02-473	3-76	Penalty Pay Authorization	pkg/200
02-478	7-78	Leave Record Correction	pad/100
02-902	4-82	Attendance Report	pad/50
02-1262	3-83	Applicant Status/Information Change	pkg/100
02-2227	1-82	Request for Nepotism Waiver	pad/50
02-8200	9-80	Position Description	pad/50
02-8201	9-80	Request for Classification Action	pad/50
02-8204	--	Compensatory Time Record	bd1/100
02-8208	3-83	Supervisory Responsibility Questionnaire	pad/50

FINANCE-PURCHASING FORMS:

<u>Form No.</u>	<u>Edition</u>	<u>Title</u>	<u>Unit of Issue</u>
# 02-004	4-79	Field Purchase Order	book/25
# 02-019	9-80	Transportation Request	book/10
02-027	11-72	Travel Authorization	pkg/100
02-037	6-83	Transmittal of Receipts	pkg/100
02-039	--	Warrant Envelope, Dept. of Admin. Return	box/500
(NOTE: This envelope is NOT suitable for field warrants)			
02-047	1-84	Journal Voucher	pkg/100
02-048	2-84	Code Distribution Encumbrance	pkg/100
02-049	7-82	Code Distribution Voucher	pkg/100
02-049A	4-82	Code Distrubition Voucher, Speedicopy	pad/100
02-049WC	1-83	Code Distribution Voucher Worksheet	pad/50
02-050	2-84	Disbursement Voucher	pkg/100
02-089	9-80	Bid Waiver Request	pad/50
02-094	11-83	Petty Cash Envelope	each
02-095	8-83	Request for Duplication	pkg/100
* 02-098	6-83	Reimbursable Services Agreement	pkg/100
02-099	11-82	Purchase Requisition	pkg/100
02-099A	10-78	Purchase Requisition Continuation	pkg/200
02-099WC	1-83	Purchase Requisition Worksheet	pad/100
02-222	10-80	Moving Expense Reimbursement	pkg/100
02-303	1-81	Stock Request	pkg/100
02-408	11-83	Batch Ticket	pkg/100
02-410	1-80	Stop Payment Request	pad/50
02-413	12-78	Vendor Directory Correction	pad/50
02-415	--	Multi-Payee Disbursement Voucher	pkg/100
02-421	9-83	Field Warrant Accountability Report	pkg/100
02-421A	9-83	Field Warrant Accountability Report Continuation	pkg/100
02-472	--	Bill for Collection	pkg/100
# 02-601	4-82	Delivery Order	pkg/100
02-601A	--	Delivery Order Continuation	pkg/100
02-601WC	11-82	Delivery Order Worksheet	pad/100
02-602	11-78	Agency Complaint	pkg/200
02-901	1-84	Advertising Order	pkg/100
02-914	12-82	Quick Copy Request	pkg/100
* 02-933	1-84	Certifying Officer's Affidavit	pad/50

PROFESSIONAL SERVICES CONTRACT FORMS:

02-092	3-83	Request for Approval of Contract/Amendment	pad/50
02-093	10-82	Standard Agreement for Prof. Services Contract	pad/50
02-093A	11-82	Appendix B for Professional Services Contract	pad/50
02-097	4-83	Notice of Award	pad/50
02-100	3-83	Request for Alternative Procurement Method	pad/50
02-110	5-83	Cost Benefit Analysis	pad/50
02-111	5-83	Research Verification	pad/50
02-112	2-84	Amendment to Professional Services Contract	pad/50
02-113	3-84	Contractor Performance Questionnaire	pad/50
02-189	3-83	Authority to Enter Contract Negotiations (ATN)	pad/50

PROPERTY MANAGEMENT-RISK MANAGEMENT-LEASING FORMS:

<u>Form No.</u>	<u>Edition</u>	<u>Title</u>	<u>Unit of Issue</u>
02-610	1-81	Property Destruction Authorization	pkg/100
02-622	6-81	Inter-Departmental Property Transfer	pkg/100
02-622A	12-80	Inter-Departmental Property Transfer Continuation	pkg/100
02-623	10-78	Receiving Report	pkg/200
02-623WC	4-82	Receiving Report Worksheet	pad/100
02-627	12-78	Report of Lost-Stolen-Damaged Property	pkg/100
02-656	12-83	Notice of Excess Building	each
02-657	9-82	Property Receipt	pkg/100
02-658	12-80	Controlled Property Inventory	pkg/100
* 02-919	3-83	Liability Accident Notice	pkg/100
02-921	2-84	Report of Occupational Illness or Injury	pkg/100
02-932	3-83	Supervisor's Accident Investigation	pkg/100

MISCELLANEOUS FORMS:

02-002	3-84	Route Slip	pkg/10 pads
02-040A	--	#10 Plain Envelope, Dept.of Administration Return	box/500
02-045	--	Routing Envelope	bd1/25 (250/cs)
02-087	1-82	Toll Call Statement	pad/50
02-194	--	Rental Vehicle Mileage Record	bd1/100
02-591	5-82	Forms Stock Release	pkg/100

SUPPLEMENTAL BENEFITS SYSTEM FORMS:

02-1840	9-83	SBS Enrollment	pad/100
02-1841	9-83	SBS Beneficiary Designation	pad/100
02-1843	--	Tax Withholding Election	pad/50
02-210	--	Annuity Benefit Election	bd1/100
Unnumbered	--	Certification of Status Change	each
99-102	2-84	SBS Information Booklet	each

GROUP HEALTH & LIFE INSURANCE FORMS:

* 02-1852	1-82	Permanent Part-Time Enrollment/Waiver Card	bd1/100
5-301A	2-82	Basic Insurance Enrollment/Change	pad/100
400-9	7-83	Medical Claim	pad/100
400-861	7-83	Dental Claim	pad/100
400-1935	7-83	Vision Claim	pad/100
400-5304	7-83	Prescription Drug Claim	bld/100
Unnumbered	--	#10 Envelope, Aetna Address	box/500
400-4868	7-82	Travel Pre-Authorization	bld/100
400-4869	7-82	Second Surgical Opinion	each
400-1496	7-82	Statement of Disability	each
123-1790A	7-83	Retiree Group Health & Life Benefits Book (NOTE: Includes Voluntary Dental-Visual-Audio)	each
123-1790E	7-83	General Govt. Group Health & Life Benefits Book	each
123-7504	7-83	Supervisory & Confidential Group Health & Life Benefits Book	each
123-1800	7-83	NMEBA Group Health & Life Benefits Book	each
123-1801	11-83	IBU Group Health & Life Benefits Book	each

RETIREMENT SYSTEMS FORMS:

<u>Form No.</u>	<u>Edition</u>	<u>Title</u>	<u>Unit of Issue</u>
02-807	3-77	TRS Application for Disability Retirement	each
02-808	4-82	TRS Verification of Service	each
02-809	1-75	Teacher's Personal Record	each
02-814	1-78	TRS New Members and/or Adjustments	each
02-815	1-78	TRS District Summary of Contributions	each
02-816	12-83	TRS Notification of Termination	each
02-817	3-83	Supervisor's Statement of Disability	each
02-818	3-77	TRS Waiver of Supplemental Contribution Election	each
02-819	3-83	TRS Application for Retirement Benefits	each
02-820	3-77	TRS Application for Survivor's Allowance/ Spouse's Pension	each
02-821	1-78	Physician's Statement (Disability)	each
02-822	12-82	Designation of Beneficiary	pkg/100
02-823	2-84	Evidence of Birthdate	each
02-824	--	Retiree Change of Address Card	bd1/50
02-836	10-82	TRS Application for Military Service Credit	each
02-1806	9-82	PERS Notification of Termination	pkg/100
02-1808	5-83	PERS Notification of Employment	pkg/100
02-1820	1-78	PERS Withdrawal of Voluntary Employee Savings	each
02-1821	1-78	PERS Election/Change/Discontinuance of Voluntary Employee Savings	each
* 02-1824	2-82	PERS Application for Retirement Benefits	pad/50
02-1825	1-82	PERS Occupational/Non-Occupational Disability Application	each
02-1827	1-78	PERS Application for Survivor's Benefits	each
02-1831	4-77	PERS Report of New Members and/or Adjustments	each
02-1832	3-83	Participation of Elected Official	each
* 02-1883	2-84	PERS Verification of Service & Earnings	pad/50
02-1895	10-82	PERS Application & Salary Verification for Military Service Credit	each
99-100	5-83	TRS Information Booklet	each
99-101	5-83	PERS Information Booklet	each

The following items are available in Anchorage from the ANCHORAGE FORMS DISTRIBUTION CENTER, c/o Central Duplicating Services, 143 E. 9th.

<u>Form No.</u>	<u>Title</u>
02-002	Route Slip
02-035	Leave Request/Report
02-050	Disbursement Voucher
02-087	Toll Call Statement
02-095	Request for Duplication
02-250	Employment Application
02-250A	Additional Work History
02-252	Performance Evaluation
02-591	Forms Stock Release
02-901	Advertising Order

QUICK REFERENCE GUIDE

TRANSFER TO STATE ARCHIVES:

1. Consult Agency Records Retention Schedule.
2. Prepare Record Disposition Authorization (form 02-507).
3. Submit to Archivist for approval.

RECORDS CENTER TRANSFER:

1. Obtain records storage boxes from the Center.
2. Pack the boxes loosely.
3. Prepare the Records Transfer List (form 02-506).
4. Submit records transfer list to Records Analyst for approval.

RECORDS CENTER RETRIEVAL & REQUESTS FOR INFORMATION

1. Find the Records Center Location Number for the box containing the needed information.
2. Call the Center and either request the return of the box or the particular file.
3. The Center staff will deliver the record(s) or they may be reviewed at the Center Search Room.

ARCHIVES REFERENCE:

1. Phone or write Deputy Archivist.

FORMS ORDERS (STATE-WIDE USAGE):

1. Consult Forms Catalog
2. Complete Forms Stock Release (form 02-591) and forward to Forms Management.
3. Forms will be delivered either by Central Mail or by the Forms Management staff.

DESTRUCTION OF RECORDS BY AGENCIES:

1. Consult your Records Retention Schedule.
2. For records scheduled for destruction without Record Center Storage, Agencies may do so in any appropriate manner.
3. For unscheduled records, prepare Records Disposition Authorization (form 02-507) and submit to Archives & Records for approval.

DIRECTORY

STATE ARCHIVES & RECORDS SERVICE
141 Willoughby Avenue Juneau, Alaska 99801

MAILING ADDRESS: Pouch C Mail Station 0207 Juneau, Alaska 99811

FORMS MANAGEMENT SERVICES
141 Willoughby Avenue Juneau, Alaska 99801

MAILING ADDRESS: Pouch C Mail Station 0219 Juneau, Alaska 99811

CENTRAL MICROFILM SERVICES
7th Floor State Office Building Juneau, Alaska 99801

MAILING ADDRESS: Pouch C Mail Station 0214 Juneau, Alaska 99811

TELEPHONE

RECORDS REFERENCE SERVICE	465-2271
STATE ARCHIVIST	465-2275
DEPUTY STATE ARCHIVIST	465-2270
RECORDS CENTER MANAGER	465-2271
RECORDS ANALYSTS	465-2276
FORMS MANAGEMENT	465-2278
CENTRAL MICROFILM SERVICES	465-2274





GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: PARKS AND RECREATION
SCHEDULE N

PAGE 1 OF 1

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
N-1	Construction Project Files Plans, specifications, bids and responses, evaluations, contracts, change orders, inspection reports, and correspondence.			T+7	T = completion and final payment.
N-2	Maps, Plans and Drawings Site maps of parks showing topographic features, drainage, and structures. As-built drawings for structures. Utility maps.			P	
N-3	Horticultural Activity and Project Files Includes records of landscaping work, tree work, etc. Requests for landscaping, design plans, and work orders			T+3	
N-4	Equipment Inventory Records			T	Retain current listings.
N-5	Volunteer Service Records Concerns volunteer information, evaluations, time reports and awards.			3	
N-5	Facility Use Permits			3	
N-6	Sports Program Records Includes schedules, team rosters, tournament records, etc.			3	
N-7	Injury and Accident Reports			7	
N-8	Damage and Vandalism Reports			3	
N-9	Accounting Records Includes rate/fee schedules, receipts, etc.			7	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: LIBRARY/MUSEUM
SCHEDULE M

PAGE 1 OF 1

POLAR
PAM
73

POLARPAM

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
M-1	Accession Records			P	
M-2	Circulation Records			1	
M-3	Circulation Statistical Reports			5	
M-4	Circulation Cards			T	T = until superseded.
M-5	Shelf List or Inventories			T+3	
M-6	Catalogues			T	T = until superseded.
M-7	Purchasing Records			3	
M-8	Fine and Lost Item Reimbursement Accounting Records			3	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: POLICE AND FIRE PROTECTION
SCHEDULE L (Continued)

PAGE 2 OF 2

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
L-13	Fire Inspection Reports			10	
L-14	Fire Investigation Reports			P	
L-15	Emergency Services Plans			P	
L-16	Burning Permits			1	
L-17	Vehicle Service Records			T	
L-18	Alarm Test and Maintenance Records			3	
					T = final disposition of equipment.



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: POLICE AND FIRE PROTECTION
SCHEDULE L

PAGE 1 OF 2

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
L-1	Police Reports (Minor) Reports on such types of activities as abandoned vehicles or structures, bicycle theft, misdemeanor arrests, breathalyzer use, daily field activity, injuries, community liaison.			2	
L-2	Police Reports (Major) Reports on such types of activities as felony arrests, firearm purchases, escapes, substance abuse, traffic accidents with injuries, child or sexual abuse, etc.			10	
L-3	Booking Records			P	
L-4	Photograph and Fingerprint Files			P	
L-5	Officer Training Files			T+10	T = termination of employment.
L-6	Disciplinary Action Files			T+5	T = settlement of cause for action.
L-7	Citations (Parking and Traffic)			1	
L-8	Dispatcher Logs			5	
L-9	Crime Statistics			P	
L-10	Fire Incident Reports			5	
L-11	Fire Training Files			T+10	T = termination of employment or of volunteer status.
L-12	Equipment Inspection Reports Hose tests, hydrant tests, etc.			2	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: BUILDINGS AND PUBLIC WORKS
SCHEDULE K (Continued)

PAGE 2 OF 2

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
K-7	Construction Project Files Includes specifications, contract selection/negotiation, plans, bids, evaluations, performance bonds, and correspondence.			T+7	T = completion and final payment. Selected files may have archival value.
K-8	Equipment Maintenance Records			T	T = until equipment item removed from the inventory.
K-9	Vehicle Usage Reports			3	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: BUILDINGS AND PUBLIC WORKS
SCHEDULE K

PAGE 1 OF 2

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
K-1	Public Works Policies and Procedures			P 7	
K-2	Inspection Reports Building, Electrical, Plumbing, etc.			P	
K-3	Engineering Drawings, Maps, Plans Block and street maps, architectural drawings of tunnels and underground vaults, maps showing subsurface structure of streets, blueprints and as-built drawings of government structures, original street profiles showing grades, original street opening maps, approved city maps and lot plans.			P	
K-4	Geologic Data Records Reports relating to slides, avalanches, borings and drainage, and other subsurface conditions including piling records.			P	
K-5	Service Requests and Work Orders Request for connection or disconnection or repair of electrical, sewer, gas, or water systems.			3	
K-6	Street Improvement Files Recommendations, petitions, action taken, repairs, complaints, etc.			P	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: ASSESSOR, PERMITTING AND LICENSING
SCHEDULE J (Continued)

PAGE 2 OF 2

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
J-8	Tax Assessment Rolls			P 7	See also A-34. Potential archival value.
J-9	Sales Tax Registrations and Reports			7	
J-10	Real and Personal Property Tax Statements			7	
J-11	Notices of Assessment			7	
J-12	Reports of Collection			7	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: ASSESSOR, PERMITTING AND LICENSING
SCHEDULE J

PAGE 1 OF 2

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
J-1	Business Licenses and Permits A. To operate food markets, garages, restaurants, hotels, motels, parking lots, laundries, garbage disposal sites, and all other manner of retail service or consumer sales businesses. B. To process, manufacture or package foods and other consumable or durable goods. C. To own, operate, sell or rent amusement and miscellaneous businesses such as theatres, pool halls, bowling alleys, swimming pools, and other recreational facilities.			T+5	T = expiration of permit or license.
J-2	Occupational Licenses and Permits			T+10	T = expiration of permit or license.
J-3	Applications for License or Permit Denied, Rejected, or Withdrawn			3	
J-4	Non-Business Licenses and Permits Includes public gatherings, animal, bicycle, charity collections or events, public facility use, etc.			T+2	T = expiration of permit or license.
J-5	Construction/Building Permits			P	
J-6	Register of Permits Issued			P	
J-7	Receipts for Fees Paid for Permits or Licenses			7	See also A-8.



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: PLANNING AND ZONING
SCHEDULE I

PAGE 1 OF 1

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
I-1	Comprehensive Plan and Amendments Statement of overall development and zoning plans.			P	
I-2	Comprehensive Plan Workpapers May include surveys, studies, and reports.			5	
I-3	Coastal Zone Management Plans and Amendments			P	
I-4	Enforcement Case Files Documents complaints and action taken to enforce planning and zoning regulations.			2	
I-5	Platting Case Files (Subdivisions) Documents evaluation, environmental impacts, permits issued, and com- plaints on development subdivisions.			T+10	T = completion of development.
I-6	Variances, Waivers, Exceptions			P	
I-7	Conditional Use Permits			T+7	T = discontinuance of use.
I-8	Temporary Use Permits			T+7	
I-9	Land Classification Case Files Actions to classify lands within the jurisdiction of local government.			P	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

SCHEDULE H (Continued)

PAGE 3 OF 3

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
H-21	Conflict of Interest Statements			P	
H-22	Challenged and Rejected Ballots			1 Mo.	Retain for one month after election is certified; if election is contested, retain longer (AS 15.15.470).
H-23	Election Registers and Tally Books			4	Retain longer if election is contested (AS 15.15.470).
H-24	Absentee Ballot Requests			4	
H-25	Cemetery Records			P	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

SCHEDULE H (Continued)

PAGE 2 OF 3

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
H-10	Notice of Proposed Ordinances/Resolution and Affidavits of Publication			P	
H-11	Census Reports			P	
H-12	Official Seal			P	
H-13	Annexation Records Petitions, Correspondence, Affidavits of Publication for notices, copy of ordinance and related public hearing records.			T+5	T = after recording in minutes. Retain permanently if not recorded in minutes.
H-14	Incorporation Records Under AS 29.05			P	
H-15	Charter and Amendments			P	
H-16	Certificates of Election Returns			T+4	T = after recording in minutes (AS 15.15.470).
H-17	Certificate of Returns of Canvass Board			P	
H-18	Completed Voting Ballots			1 Mo.	Retain for one month after election is certified; if election is contested, retain longer (AS 15.15.470).
H-19	Declarations of Candidacy and Nominating Petitions			P	
H-20	Election Boundary (Precincts) Descriptions			P	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: CLERK'S OFFICE AND GOVERNING BODY
SCHEDULE H

PAGE 1 OF 3

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
H-1	Minutes Official account of proceedings of governing body, boards, commissions, or committees.			P	
H-2	Audio Tape Recordings of Meetings Includes governing body, boards, commissions, and committees.			5	Due to the fragile nature of magnetic media, this should not serve as a permanent record.
H-2	Notice of Meeting and Affidavit of Publication			2	
H-3	Ordinances and Resolutions (Signed Originals) Text of laws and regulations passed by the governing body.			P	
H-4	Petitions Filed by individuals or groups to request governing body action.			5	
H-5	Proclamations			P	
H-6	Public Hearing Records A description of the subject, public comment, turnout, and results of the hearing.			T+2	T = recording in minutes. Keep permanently if not recorded in minutes.
H-7	Audio or Video tapes of Public Hearings			5	Due to the fragile nature of magnetic media, this should not serve as a permanent record.
H-8	Oaths of Office (Elected and Appointed)			P	
H-9	Special Committee or Commission Reports			T+5	T = recording in minutes. Keep permanently if not recorded in minutes.



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: MAYOR AND/OR MANAGER
SCHEDULE G

PAGE 1 OF 1

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
G-1	General Correspondence Letters, memoranda, and miscellaneous information sent or received.			3	
G-2	Transitory Correspondence Files pertaining to purely routine functions such as inter-office memos, transmittal letters, appointments, and schedules.			1	
G-3	Subject Files (Functional) Correspondence, reports, and information related to the functional departments of the municipality and which document events, projects, activities, and issues.			10	Potential archival value.
G-4	Public Relations Records Speeches, Press Releases, Clippings			P	
G-5	Delegations of Authority or Appointment to Office			P	
G-6	Executive's Annual Report to Governing Body			P	
G-7	Reading Files, Mayor or Manager Copies of outgoing letters and memoranda arranged by date.			10	Potential archival value.



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: LEGAL FUNCTIONS
SCHEDULE F

PAGE 1 OF 1

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
F-1	Litigation Case Files (Civil) Documents civil actions by the local government or against the local government. Includes workpapers, copies of court documents, and correspondence.			T+10	T = final settlement. Selected cases may have archival value.
F-2	City Attorney Opinions Official interpretations regarding questions of legal rights or liabilities affecting operating departments.			P	
F-3	Legal Administration Files Correspondence and reports related to the legal review of city functions such as bond issues, insurance, ordinances, contracts and grants, claims for damages, etc.			5	
F-4	Franchises Official authorization granted to a private entity to provide public utilities or services within the jurisdiction of the local government.			T+7	T = Termination of franchise agreement.
F-5	Easements (Granted or Received)			P	
F-6	Investigative Files Includes requests for investigation, workpapers, and final reports.			T+10	T = completion and resolution of issue. Selected cases may have archival value.
F-6	Notice to Comply and/or Violation Reports			3	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: OFFICE SERVICES FUNCTIONS SCHEDULE E

PAGE 1 OF 1

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
E-1	Data Processing Feasibility Studies Includes problem identification, requirements statements, system objectives, alternatives, and cost/benefit analyses.			P	
E-2	Data Processing System and Program Documentation: Back-up the design and operations and maintenance of EDP systems or software.			T+3	T = after particular system is abandoned.
E-3	Data Processing Service Requests			3	
E-4	Data Processing Utilization Reports			3	
E-5	Print Shop Job Records Includes volume and production reports.			3	
E-6	Mailroom Logs and Registers Certified and Registered mail.			1	
E-7	Postage Meter Records			1	
E-8	Word Processing Job Records Volume and production reports.			2	
E-8	Stockroom Inventories			T	Retain current data only.
E-9	Stores Requisitions			3	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: PERSONNEL MANAGEMENT
SCHEDULE D (Continued)

PAGE 3 OF 3

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
D-18	Labor Contract Administration Records Documents negotiations with unions to create or revise contracts, may include the signed contract, letters of understanding, amendments, and correspondence.			P	
D-19	Grievance Case Files			T+5	T = final settlement of the case.
D-20	Arbitration Decisions			P	
D-21	Unfair Labor Practice Complaints			T+5	T = final settlement.
D-22	Leave Records Includes individual records of leave accrued and used and requests for leave.			3 or A	A = leave audit.



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: PERSONNEL MANAGEMENT
SCHEDULE D (Continued)

PAGE 2 OF 3

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
D-10	EEO and Affirmative Action Records Compliance reports, action plans, complaints, etc.			5	Potential archival value.
D-11	Inservice and Employee Training Records Significant training should be documented in the individual personnel case file.			T+1	
D-12	Training Course Development Records			5	
D-13	Personnel Rules, Policies and Procedures			P	
D-14	Master Examination File Samples of each test or examination (oral or written) used in the selec- tion and rating process for prospec- tive employees. Includes answer keys.			P	
D-15	Test Answer Sheets and Score Sheets and Results			1	
D-16	Eligible Lists Lists of qualified candidates for positions.			1	
D-17	Worked Eligible Lists Lists of qualified candidates showing interviewers notes related to the interest of each candidate for the position and also showing in summary form the results of each interview.			1	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: PERSONNEL MANAGEMENT
SCHEDULE D

PAGE 1 OF 3

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
D-1	Individual Personnel Case Files Should contain application for employment or resume, personnel actions, evaluation reports, letters of commendation or reprimand, and other documents related to employment.			T+10	T = termination of employment. Retain for a longer period if no Employee History Card is kept.
D-2	Service Record Card or Employment History: Abstract of data on each employee such as dates of employment, promotions, demotions, salary, and overall performance.			P	
D-3	Applications for Employment (not hired)			1	
D-4	Salary Schedules			P	
D-5	Recruitment Bulletins and Affidavits of Publication			1	
D-6	Job Descriptions Description of specific duties.			P	
D-7	Organization Charts			P	
D-8	Job Class Specifications Established minimum qualifications for each job or job class and examples of duties.			P	
D-9	Classification/Reclassification Action Case Files: Documents changes in job class.			T+2	T = position abolished.



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: PURCHASING AND PROPERTY MANAGEMENT FUNCTIONS
SCHEDULE C (Continued)

PAGE 2 OF 2

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
C-8	Property Inventories			T	Retain current listings only.
C-9	Warranties and Guarantees on Equipment			T	T = after equipment item is dropped from the inventory.
C-10	Deeds to Municipal Real Property			T+10	T = after property is sold or transferred.
C-11	Titles to Municipal Vehicles and Equipment			T	T = after vehicle is sold or transferred.
C-12	Supply Requisitions Inter-department requests for supplies stocked in central stores.			3	
C-13	Equipment Maintenance Records Documents repair and maintenance of office equipment. (See also Public Works Section for vehicles.)			T	T = after equipment item is dropped from the inventory.
C-14	Surplus Property Sale Records Documents the disposal of property declared to be excess or surplus.			7	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: PURCHASING AND PROPERTY MANAGEMENT FUNCTIONS
SCHEDULE C

PAGE 1 OF 2

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
C-1	Bid Files Should include specifications, invitation to bid or request for quotation, responses, bid abstract.			7	
C-2	Purchase Requisitions Requests by operating departments for goods or services.			7	
C-3	Purchase Orders Official documentation of purchase transactions for goods or services not on contract.			7	
C-4	Purchase Contracts Official documentation regarding the purchase of goods and services resulting from a formal bid.			7	
C-5	Leases (municipality is Lessee) Should include specifications, invitation to bid or requests for proposals, responses, evaluations, abstracts, lease agreements, payment records, and correspondence.			T+7	T = expiration of lease.
C-6	Leases (municipality is Lessor) Should include lease agreements, payment records, and correspondence.			T+7	T = expiration of lease.
C-7	Logs, Purchase Requisition, Bid, and Purchase Order: Listings in numeric order showing document number, date, amount, department, and vendor.			7	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: RISK MANAGEMENT FUNCTIONS
SCHEDULE B

PAGE 1 OF 1

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
B-1	Insurance Policies Liability, vehicle, fire, theft, health and life, worker's compensation.			T+10	T = expiration of policy.
B-2	Fidelity and Surety Bonds Coverage against claims made against the local government.			T+7	T = expiration of bond.
B-3	Accident Reports (property damage)			7	Retain longer if claims are unsettled.
B-4	Accident Reports (personal injury)			10	Retain longer if claims are unsettled.
B-5	Workers' Compensation Claims			10	Retain longer if claims are unsettled.
B-6	Other Insurance Claims			10	Retain longer if claims are unsettled.



RECORDS RETENTION SCHEDULE

Agency DEPARTMENT OF NATURAL RESOURCES DIVISION OF GEOLOGICAL & GEOPHYSICAL SURVEY DIRECTOR & ADMINISTRATION	A - Audit CY - Current Year P - Permanent	AR - Archivist's Review M - After Microfilming T - Terminated, obsolete superseded	C - Current/Active Numerals-Years in addition to current year TO - Term of Office	Schedule Number 102600
Page 1 of 2				

See General Administrative Records Schedule for records not listed below. Unless otherwise noted, all records are retained on a STATE FISCAL year basis. All records have potential permanent legal and historic value and therefore will be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40:21.030.

Unless otherwise noted, all records series are non-confidential.

Item No.	Record Series Title & Description	Retention		Disposition		Vital Record	Remarks
		Office	Record Center	Archives	Destroy		
1	Reading Files: The series consists of copies of outgoing letters and memoranda arranged by date.	2	3	AR	5		
2	Director's Subject Files: The series consists of the Director's correspondence and information files arranged by topic which relate to the overall administration and function of the division.	2		AR	5		
3	Division Personnel Files: The series consists of the division copy of personnel documents and evaluations arranged alphabetically.	C+1	-	-	T+1		T=termination of employment Confidential per AS 09.25.080
4	Division PCN Files: The series consists of copies of job descriptions and class specifications arranged by position control number.	C+1	-	-	T+1		T=position abolished.
5	Contracts & Agreements Files: The series documents the division's selection, award, and administration of contracts. Cooperative Agreements and Memoranda of Understanding are also included.	C+2	5	-	T+7		T=expiration of contract or agreement.

Pursuant to the provisions of AS 40:21, the records listed are approved for retention and disposition as indicated.

Typed Name Division Director Robert B. Forbes, State Geologist	Records Analyst San Hecker	Date 10-23-87	Attorney General G. Monroe Kent	Date 11/2/87
Signature of Division Director Robert B. Forbes	State Archivist Miguel Anton	Date 10/28/87	Commissioner of Administration Bob L. L. L.	Date 11/9/87

RECORDS RETENTION SCHEDULE CONTINUATION

Schedule Number
102600

Page
2

Item No.	Record Series Title & Description	Retention		Disposition		Vital Record	Remarks
		Office	Record Center	Archives	Destroy		
6	Division Budget Materials: The series includes budget workpapers and submissions for operating and capital budgets.	5	-	-	5		
7	Travel Files: The series consists of copies of travel authorizations and receipts/invoices arranged alphabetically by employee.	2	-	-	2		
8	Published Reports (Record or Camera Ready Copy) The division publishes a variety of reports in several categories such as Open File Reports, Professional Reports, Reports of Investigations, Geologic Reports.	5	-	P	-		The Division should consider establishing a retention policy for the extra copies which are retained for public distribution.
POLAR PAM 73	POLAR PAM						<div> <div>1987 NOV -6 P 1:40</div> <div>DIVISION OF GENERAL SERVICES & SUPPLY</div> </div>

ALASKA STATE ARCHIVES
RECORD GROUP

EXECUTIVE (STATE)

RG 01-99

- 01 Office of the Governor
 - Sub Group
 - 03 Office of the Lieutenant Governor
- 02 Department of Administration
- 03 Department of Law
- 04 Department of Revenue
- 05 Department of Education
- 06 Department of Health and Social Services
(Also "Dept. of Health and Welfare" prior to Sept. 1969)
- 07 Department of Labor
- 08 Department of Commerce and Economic Development
- 09 Department of Military Affairs
- 10 Department of Natural Resources ~ 400 cuft. unprocessed
- 11 Department of Fish and Game
- 12 Department of Public Safety
- 13 Department of Public Works
- 14 Department of Highways
- 15 Department of Economic Development
- 16
- 17
- 18 Department of Environmental Conservation
- 19 State Operated Schools
- 20 Department of Corrections
- 21 Department of Community and Regional Affairs
- 22
- 23
- 24
- 25 Department of Transportation and Public Facilities
- 26
- 27

TERRITORIAL 1880 - present

RG 100-199 (for Territorial Boards & Commissions
See RG 300-399)

- 100 Alaska Constitutional Convention
- 101 Office of the District and Territorial Governor ~ 300 cuft. partially processed hard copy on microfilm at UAF, UAA etc.
- 102 Tennessee Plan Office
- 103 Territorial Department of Taxation
- 104 Alaska Merit System
- 105 Office of the Territorial Treasurer
- 106 Territorial Department of Audit
- 107 Territorial Department of Public Welfare
- 108 Territorial Department of Health
- 109
- 110 Alaska Field Committee
- 111 Secretary of Alaska
- 112

ALASKA STATE ARCHIVES

LOCAL GOVERNMENTS

RG 200-299

POLARPAM

200
201 Eagle, City of
202 Skagway, City of
203
204
205
206

BOARDS AND COMMISSIONS

RG 300-399

300
301 Capital Site Selection Committee, 1975-1976
302 Capital Site Planning Commission, 1977-1978
303 Alaska American Revolution Bicentennial Commission
304 Human Rights Commission
305 North Commission
306
307 Electrical Examiners, Board of
308 Medical Examiners of Alaska, Board of
309 Dental Examiners, Board of
310 Federal-State Land Use Planning Commission for Alaska
311 Health, Territorial Board of
312 Public Welfare, Territorial Board of
313 Alaska Statehood Committee
314 Alaska Development Board
315 Alaska Rural Development Board
316 New Capital Site Planning Commission, 1981-1982
317 Alaska Statehood Commission, 1980-1982
318 Juvenile Institutions, Board of
319 Education, Board of
320 Employment Security Commission, Territorial
321 Banking Board, Territorial

LEGISLATURE

RG 400-499

400
401 Legislature
402 Legislative Agencies
403
404
405
406
407
408

COURT SYSTEM

RG 500-599

include mining records

500 Supreme Court (1959-)
501 Superior Court, First Judicial District (1959-)
502 Superior Court, Second Judicial District (1959-)
503 Superior Court, Third Judicial District (1959-)
504 Superior Court, Fourth Judicial District (1959-)
505 United States District Court of Alaska (1884-1900)
506 United States District Court, First Division (1900-1960)
507 United States District Court, Second Division (1900-1960)
508 United States District Court, Third Division (1900-1960)
509 United States District Court, Fourth Division (1909-1960)
510 District Court, First Judicial District (1959-)
511 District Court, Second Judicial District (1959-)
512 District Court, Third Judicial District (1959-)
513 District Court, Fourth Judicial District (1959-)
514 Court of Appeals (1980-)
515 Judicial Council
516 Commission on Judicial Conduct

PRIVATE PAPERS AND RECORDS

RG 600-699

600 Bernard, Joseph
601 KTOO Television
602 United States Department of the Interior
603 United States Bureau of Education
604 Burns, Roy F. and Burns, Elsie Wagner
605 Pioneers of Alaska, Igloo Number 1
606 Evangelical Covenant Church
607 Fritz, Milo
608 First Bank of Katalla
609 Lawson, Eric D.
610 Brown, Harold M.
611 American Medical Association

Glossary

This glossary of commonly used archival terms is based in part on and draws several definitions from "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," compiled by Frank B. Evans, Donald F. Harrison, and Edwin A. Thompson (*The American Archivist* 37 [July 1974]: 415-433). The glossary includes most important archival terms with specialized meanings. Terms that are adequately described in dictionaries; technical manuscript, records management, and preservation terms; and terms relating to automated data processing are not included.

ACCESS. The archival term for authority to obtain information from or to perform research in archival materials.

ACCESSION. (v.) To transfer physical and legal custody of documentary materials to an archival institution. (n.) Materials transferred to an archival institution in a single accessioning action.

ACCRETION. An addition to an accession.

ACQUISITION. The process of identifying and acquiring, by donation or purchase, historical materials from sources outside the archival institution.

ADMINISTRATIVE VALUE. The value of records for the ongoing business of the agency of records creation or its successor in function.

APPRAISAL. The process of determining whether documentary materials have sufficient value to warrant acquisition by an archival institution.

ARCHIVAL INSTITUTION. An institution holding legal and physical custody of noncurrent documentary materials determined to have permanent or continuing value. Archives and manuscript repositories are archival institutions.

ARCHIVAL VALUE. The value of documentary materials for continuing preservation in an archival institution.

ARCHIVES. (1) The noncurrent records of an organization or institution preserved because of their continuing value. (2) The agency responsible for selecting, preserving, and making available records determined to have permanent or continuing value. (3) The building in which an archival institution is located.

ARCHIVES ADMINISTRATION. The professional management of an archival institution through application of archival principles and techniques.

ARCHIVIST. The professional staff member within an archival institution responsible for any aspect of the selection, preservation, or use of archival materials.

ARRANGEMENT. The archival process of organizing documentary materials in accordance with archival principles.

GLOSSARY

COLLECTING POLICY. A policy established by an archival institution concerning subject areas, time periods, and formats of materials to seek for donation or purchase.

COLLECTION. (1) An artificial accumulation of materials devoted to a single theme, person, event, or type of document acquired from a variety of sources. (2) In a manuscript repository, a body of historical materials relating to an individual, family, or organization.

COLLECTION DEVELOPMENT. The process of building an institution's holdings of historical materials through acquisition activities.

CONTINUOUS CUSTODY. (1) In contemporary U.S. usage, the archival principle that to guarantee archival integrity, archival materials should either be retained by the creating organization or transferred directly to an archival institution. (2) In British usage, the principle that noncurrent records must be retained by the creating organization or its successor in function to be considered archival.

CUBIC FEET (or METERS). A standard measure of the quantity of archival materials on the basis of the volume of space they occupy.

DEED OF GIFT. A legal document accomplishing donation of documentary materials to an archival institution through transfer of title.

DEPOSIT AGREEMENT. A legal document providing for deposit of historical materials in physical custody of an archival institution while legal title to the materials is retained by the donor.

DESCRIPTION. The process of establishing intellectual control over holdings of an archival institution through preparation of finding aids.

DISPOSITION. The final action that puts into effect the results of an appraisal decision for a series of records. Transfer to an archival institution, transfer to a records center, and destruction are among possible dispositions.

DISPOSITION SCHEDULE. Instructions governing retention and disposition of current and noncurrent recurring records series of an organization or agency. Also called a **RECORDS CONTROL SCHEDULE**.

DOCUMENT. Recorded information regardless of form or medium with three basic elements: base, impression, and message.

DONATED HISTORICAL MATERIALS. Historical materials transferred to an archival institution through a donor's gift rather than in accordance with law or regulation.

EVIDENTIAL VALUE. The value of records or papers as documentation of the operations and activities of the records-creating organization, institution, or individual.

FIELD WORK. The activity of identifying, negotiating for, and securing historical materials for an archival institution.

FINDING AID. A description from any source that provides information about the contents and nature of documentary materials.

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of materials to seek for donation

of materials devoted to a single
quired from a variety of sources.
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or papers as documentation of the
ating organization, institution, or

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e that provides information about
aterials.

HOLDINGS. All documentary materials in the custody of an archival institution including both accessioned and deposited materials.

INFORMATIONAL VALUE. The value of records or papers for information they contain on persons, places, subjects, and things other than the operation of the organization that created them or the activities of the individual or family that created them.

INTRINSIC VALUE. The archival term for those qualities and characteristics of permanently valuable records that make the records in their original physical form the only archivally acceptable form of the records.

LEGAL CUSTODY. Ownership of title to documentary materials.

LIFE CYCLE OF RECORDS. The concept that records pass through a continuum of identifiable phases from the point of their creation, through their active maintenance and use, to their final disposition by destruction or transfer to an archival institution or records center.

LINEAR FEET (or METERS). A standard measure of the quantity of archival materials on the basis of shelf space occupied or the length of drawers in vertical files or the thickness of horizontally filed materials.

MACHINE-READABLE RECORDS. Records created for processing by a computer.

MANUSCRIPT. A handwritten or typed document, including a letterpress or carbon copy, or any document annotated in handwriting or typescript.

MANUSCRIPT. See **PERSONAL PAPERS.**

MANUSCRIPT CURATOR. The professional staff member within a manuscript repository responsible for any aspect of the selection, preservation, or use of documentary materials.

MANUSCRIPT REPOSITORY. An archival institution primarily responsible for personal papers.

NONRECORD MATERIAL. Material that is not record in character because it comprises solely library or other reference items, because it duplicates records and provides no additional evidence or information, or because its qualities are nondocumentary.

ORIGINAL ORDER. The archival principle that records should be maintained in the order in which they were placed by the organization, individual, or family that created them.

PERSONAL PAPERS. A natural accumulation of documents created or accumulated by an individual or family belonging to him or her and subject to his or her disposition. Also referred to as **MANUSCRIPTS.**

PRIMARY VALUES. The values of records for the activities for which they were created or received.

PROCESSING. All steps taken in an archival repository to prepare documentary materials for access and reference use.

GLOSSARY

PROVENANCE. (1) The archival principle that records created or received by one recordskeeping unit should not be intermixed with those of any other. (2) Information on the chain of ownership and custody of particular records.

RECORD COPY. The copy of a document which is designated for official retention in files of the administrative unit that is principally responsible for production, implementation, or dissemination of the document.

RECORD GROUP. A body of organizationally related records established on the basis of provenance with particular regard for the complexity and volume of the records and the administrative history of the record-creating institution or organization.

RECORDS. All recorded information, regardless of media or characteristics, made or received and maintained by an organization or institution.

RECORDS CENTER. A records storage facility established to provide efficient storage of inactive records. Legal title to records deposited in a records center is retained by the originating agency.

RECORDS MANAGEMENT. The profession concerned with achieving economy and efficiency in the creation, use, and maintenance of current records.

REFERENCE MATERIALS. Nonaccessioned items maintained by an archival institution solely for reference use.

REFERENCE SERVICE. The archival function of providing information about or from holdings of an archival institution, making holdings available to researchers, and providing copies, reproductions, or loans of holdings.

RESPECT DES FONDS. See **PROVENANCE**.

REVIEW. The process of surveying documentary materials in an archival institution to determine whether the materials may be open for access by researchers or must be restricted in accordance with law, a donor's requirements, or an institution's regulations.

SANCTITY OF ORIGINAL ORDER. See **ORIGINAL ORDER**.

SCHEDULE. (v.) To establish retention periods for current records and provide for their proper disposition at the end of active use. (n.) See **DISPOSITION SCHEDULE**.

SECONDARY VALUES. The values of records to users other than the agency of record creation or its successors.

SERIES. A body of file units or documents arranged in accordance with a unified filing system or maintained by the records creator as a unit because of some relationship arising out of their creation, receipt, or use.

SUBGROUP. A body of related records within a record group, usually consisting of the records of a primary subordinate administrative unit or of records series related chronologically, functionally, or by subject.

Further Reading

General Works

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- Jenkinson, Hilary. *A Manual of Archival Science*. 2d rev. ed. London: Percy, Lund, Muller, Samuel, J.A. Feith and R. Feith, 1940.
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ALASKA LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULES



1987

Alaska State Archives

Juneau, Alaska

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PREFACE

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These General Records Retention Schedules have been prepared in response to numerous requests from officials in local governments who wish to use them as a guide for creating their own schedules. It is not intended for these general schedules to be adopted without additions, deletions, and other changes necessary to meet specific local needs and requirements. Some of Alaska's local governments will not maintain all the records series listed in these general schedules; others will maintain records not listed; and local ordinances, resolutions, and other needs may require longer (or permit shorter) retention periods than these suggested minimum periods.

In 1976 the Alaska Association of Municipal Clerks and the Alaska State Archives developed a manual with suggested records retention schedules for local political subdivisions of the state. This manual was published by the Alaska Municipal League under the title, MUNICIPAL RECORDS MANAGEMENT PROGRAM; it has long been out of print.

A workshop on local government records was held in June, 1985, at the University of Alaska, Fairbanks, sponsored by the University's Alaska and Polar Regions Department with a grant from the National Historical Publications and Records Commission. The local government officials attending this seminar expressed a desire to have the 1976 schedules revised and expanded. The workshop members selected a steering committee to work with the State Archivist to develop the general retention schedules presented here. Draft schedules were prepared by Alaska State Archives staff and reviewed by the steering committee.

Many people contributed to this effort. Members of the Records Management Steering Committee were John M. Kinney, Alaska State Archivist and Steering Committee Chairman; Jean Boone, City of Eagle; Linda Conley, City of Nome; Mona Lisa Drexler, North Star Borough; Shelley Dugan, City of North Pole; Wayne Maiers, City of Bethel; Linda Murphy, City of Seward; Karen Sund, City of Ketchikan; and Judi Udland, Kenai Peninsula Borough. Jan Hickey, Records Analyst in the Alaska State Archives and Records Service, played a substantial role with her knowledge of state retention schedules. Special thanks are due to the Local Government Records Workshop leaders who provided much of the impetus for this project: Dr. H. G. Jones, University of North Carolina, and Dr. Richard Cox, New York State Archives.

It is hoped that the local governments of Alaska and others will find these general schedules useful. Suggestions for revisions are solicited and may be directed to the Alaska State Archives.

Alaska State Archives

LOCAL GOVERNMENT RECORDS MANAGEMENT

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THE PROBLEM: The ability of government to control records has not kept pace with the ability of technology to create records. Electronic typewriters, word processors, personal computers, copiers, duplicating machines, and large data processing operations including Computer Output Microfilm spew out information at an increasingly alarming rate. Information is one of the most important assets of any agency or business organization and it should receive the best of care.

LEGAL RESPONSIBILITIES: The Management and Preservation of Public Records Act (AS 40.21) adopted by the Alaska State Legislature in 1970 provides for the orderly management of current state and local public records and for preservation of noncurrent public records of permanent value.

This law established the Alaska State Archives in the Department of Administration. It also requires the governing body of each local political subdivision, as far as practical, to follow the program established for the management of state records.

The records retention guidelines offered in this manual are designed to serve as a starting point for a local government records retention scheduling program. (General Schedules have not yet been developed for school or hospital records.)

The definition of a record in the statutes is very broad. It includes "any document, paper, book, letter, drawing, map, plat, photo, exhibit, magnetic or paper tape, punched card, or other document of any other material regardless of physical form or characteristic, developed or received under law or in connection with the transaction of official business and preserved or appropriate for preservation by any agency or political subdivision, as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the state or political subdivision or because of the informational value in them . . ." (AS 40.21.150). A records retention schedule will cover all types of records regardless of their physical form.

WHERE TO START? The governing body should by ordinance or resolution designate the Clerk or other official as the Records Management Officer with the responsibility for establishing a records management program. A records committee should be appointed consisting of the manager, finance officer, legal counsel, and Records Management Officer. The records committee's delegated responsibilities should include the authority to approve records retention schedules and disposal actions. (This authority can be retained and exercised by the governing body directly, but it is more efficient if delegated to the records committee.)

There are manuals, books, and journal articles containing information on creating and operating a records management program. The Alaska State Archives can give some limited assistance. A private professional records management consultant can be a valuable investment.

THE GENERAL RETENTION SCHEDULES: The suggested retention schedules in this manual are just that -- suggested. It is seldom, if ever, possible for any specific government, business, or organization to simply adopt in every respect the retention schedules of another. A local government may wish, because of their own ordinances, resolutions, or other local requirements, to shorten or lengthen the retention time suggested in these guidelines. When the local situation clearly requires such amendment it should be done.

The General Retention Schedules for Local Governments have been developed by the Alaska State Archives as guidelines for local political subdivisions of the state to use in creating their own individual schedules. Every attempt has been made to ensure that the suggested retention period for each records series meets the general requirements of the state.

The format of the General Retention Schedules groups record series by broad functional categories. Only the total retention time is suggested. The "office" and "storage" columns should be completed as local needs dictate (office retention plus storage retention gives total retention time).



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: FINANCE AND ACCOUNTING FUNCTIONS
SCHEDULE A

PAGE 1 of 5

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
A-1	Annual Final Operating & Capital Budget Official plan and policy for the expenditure of funds approved by the governing body.			P	
A-2	Budget Workpapers Includes drafts, instructions, worksheets, preliminary budgets, and agency requests.			2	
A-3	Annual Estimates of Revenue General review of anticipated funds available used in budget preparation.			2	
A-4	Annual Financial Reports Report prepared by the Chief Fiscal Officer summarizing financial condition, activity, and balances.			P	
A-5	Audit Reports Reports prepared either by external or internal sources showing results and recommendations.			P	
A-6	Books of Original Entry General ledger/journal, revenue ledger/journal, expenditure ledger/journal.			P	
A-7	Subsidiary Ledgers and Journals Accounts receivable, accounts payable, daily cash receipts, cash disbursements.			7	

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GENERAL RETENTION SCHEDULES FOR LOCAL GOVERNMENT

A	Accounting and Finance
B	Risk Management
C	Purchasing and Property Management
D	Personnel Management
E	Office Services
F	Legal (City Attorney)
G	Mayor or Manager
H	Clerk and Governing Body
I	Planning and Zoning
J	Assessor, Permitting and Licensing
K	Buildings and Public Works
L	Police and Fire Protection
M	Library/Museum
N	Parks and Recreation

P = permanent retention (normally in the archives, when one exists, rather than in the office).

Numerals = retention period in years unless otherwise indicated.



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: FINANCE AND ACCOUNTING FUNCTIONS
SCHEDULE A (continued)

PAGE 3 of 5

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
A-17	Savings Account Records Passbooks, statements, and reconciliations.			7	
A-18	Monthly or Quarterly Financial Management Reports			7	
A-19	Contract Files Official documentation of selection of contractor and issuance of the contract. May include requests for proposals with affidavits of publi- cation, evaluation of responses, notices of award, contract negotia- tions, original signed contracts, correspondence, and payment records.			T+7	T = expiration of contract and final payment.
A-20	Responses to RFPs (not selected)			1 or A	A = audit
A-21	Grant Files Official documentation for receipt of grant funds from either State or federal agencies. Should include grant applications, budgets, project narrative, plans of work, progress reports, records of matching or in- kind contributions, and correspon- dence. Individual contents will depend on regulations of source agency.			T+3	Total retention time may depend on regulations of source agency.
A-22	Grant Application (not successful)			1	

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GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: FINANCE AND ACCOUNTING FUNCTIONS
SCHEDULE A (continued)

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
A-8	Receipts Official documentation of payment for goods or services, fines, fees, and permits.			7	
A-9	Banking Records Bank statements, cancelled checks, check stubs or copies, deposit slips, check registers, and reconciliation worksheets.			7	
A-10	Bond and Coupon Register Numeric listing of bonds and coupons.			7	
A-11	Cancelled Bonds and Coupons Proof of issuance and payments to individual bondholders.			7	
A-12	Bond Sale Records and Transcripts			P	
A-13	Bills of Sale Official documentation of transaction between government agency and buyers.			7	
A-14	Vouchers Official authorization to pay a claim or bill.			7	
A-15	Paid Bills and Invoices			7	
A-16	Travel Requests and Vouchers Official documentation of travel request, authorization, and cost of reimbursement.			7	



GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: FINANCE AND ACCOUNTING FUNCTIONS
SCHEDULE A (continued)

PAGE 4 of 5

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
A-33	Individual Payroll Case Files Documents related to the employees salary, may include payroll action forms, PERS/TRS/SBS enrollment and transaction forms, etc.			T+10	T = termination of employment.
A-34	Billing Statements Statements for services or taxes due.			7	
A-35	Fund Investment Records Includes buy/sell orders, confirmations, safekeeping advices, and ledgers.			7	

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GENERAL RETENTION SCHEDULE FOR LOCAL GOVERNMENT

CENTRAL ADMINISTRATION: FINANCE AND ACCOUNTING FUNCTIONS
SCHEDULE A (continued)

PAGE 4 of 5

Item	Series Title & Description	Retention Period			Remarks
		Office	Storage	Total	
A-23	Financial Support Records for Contracts and Grants: May include workpapers, spreadsheets, summaries, and other data reflecting the expenditure of contract or grant funds.			A	A = completion of source agency audit.
A-24	Employee Withholding Exemptions (W-4)			4	
A-25	Employer Copy of W-2 (Federal Withholding Tax Statement)			4	
A-25	Payroll Policies and Procedures			P	
A-26	Records of Attachments, Garnishments, or Levies against salaries or wages.			T+7	T = satisfaction or termination of employment.
A-27	Timesheets or Timecards Daily, weekly, or monthly record of time, including overtime.			3	Retain 3 years only if kept as a separate series.
A-28	Employee Earnings Record Shows gross earnings, deductions, and net pay to each employee.			50	
A-29	Payroll Deduction Authorization and Lists			7	
A-30	FICA and Unemployment Insurance Reports			4	
A-31	Savings Bond Accounting Records			50	
A-32	Payroll Warrant Register Shows check number, employee name, net amount, and cost center coding.			50	



ALASKA STATE ARCHIVES

WOMEN'S SUFFRAGE RECORDS IN THE STATE ARCHIVES

HOUSE BILL NO 2.

AN ACT

TO EXTEND THE ELECTIVE FRANCHISE TO WOMEN IN THE TERRITORY
OF ALASKA.

BE IT ENACTED BY THE LEGISLATURE OF THE TERRITORY OF

ALASKA:

Section 1. That in all elections which are now, or may hereafter be authorized by law in the Territory of Alaska, or any sub-division or municipality thereof, the elective franchise is hereby extended to such women as have the qualifications of citizenship required of male electors. _____

marks

of source agency

on or termination of

only if kept as a

ALASKA WOMEN'S SUFFRAGE RECORDS

Record Group 101, Territorial Governor's Office,
General Correspondence, 1916, File 15,
Women's Suffrage, 0.5 cubic feet.

The Nineteenth Amendment to the Constitution of the United States granting women the right to vote in national elections was not proclaimed until August 26, 1920. Citizens of Alaska should take pride that the first act of the first Territorial Legislature was to enfranchise women in local elections. House Bill Number Two, an "Act to Extend the Elective Franchise to Women in the Territory of Alaska," was approved on March 21, 1913. At that time only nine states in the United States had granted women the right to vote. In the immediate years following passage of the law in Alaska, 1914-1915, the Territorial Governor was besieged with questionnaires and letters from other states wanting to know the effects of the measure on the people and society in Alaska. Several questions reoccurred throughout the correspondence:

1) Did women actually exercise their newly won right to vote? Furthermore, were they able to vote intelligently? Did they vote their own free will or were they influenced by their husbands, brothers, fathers, etc.

2) Did the "best women" take little or no part in public affairs while the "undesireable women" were active, utilizing and responding to the "worst political influences?"

3) Following the vote was there a subsequent decline in morality? Did women neglect their homes? Was there an increase in the divorce rate?

4) Did women take an intelligent interest in all matters of government merely by casting a ballot when full citizenship responsibilities implied serving on juries, willingness to perform military service when required, etc.?

Correspondence from the Territorial Governor's Records (Record Group 101, 1916, File 15, Box 144) shows that Governor John F.A. Strong in his responses to these inquiries came out forcefully and eloquently in favor of the franchise for women. In 1915 he described women's suffrage as an "unqualified success," noting that voting rights had not "besmirched" nor "unsexed" the women of Alaska. The moral fabric, according to Governor Strong, actually improved after women received the vote and he cited women's support of the temperance movement as one example of their positive influence in society.

Strong praised women for their intelligence and independent voting records and described those opponents of enfranchisement as living in the past. "Old prejudices and traditions must give way, for the new wine of democracy won't be contained in the old bottles of prejudice and tradition," waxed the Governor.

Some opponents maintained that for women to earn the right to vote they must also serve in the military, on juries, and perform other obligations of citizenship. "Full citizenship may imply that women must serve on juries and be willing to perform military duties," asserted Governor Strong, but these matters do not relate to the arguments opposing equal suffrage. He prophetically added that women would cheerfully assume this responsibility were it required. Interestingly, women in Alaska were granted the right to serve on juries shortly thereafter, in 1917.

Ukko Forest, N. C.,
Sept. 26, 1914.

Governor of Alaska,
Sitka, Alaska.

Your Excellency,

Will you please favor me by answering the following questions by letter, which are relative to Woman Suffrage in practice, in your state?

Has the tendency of the women of your state since its adoption been toward the neglect or safeguarding of the interests of the home? No

Have its effects tended to cause dissension in the home? No

Do you consider that woman's influence, morally, has been lessened by giving her the ballot? No

Do you know of a single divorce case in your state the cause of which can be attributed to Woman Suffrage? No

Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.

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ALASKA STATE ARCHIVES

RECORDS OF DOCUMENTED BEAR STORIES

Letter from Joseph A. Bourke, Special Officer, Territory of Alaska, Protection of Game, Cordova:

Story of Archie Parks who was attacked by a bear, sustained many injuries, his scalp nearly torn off. His friends used the sinew threads from a pair of native mocassins to sew his scalp back on. No further doctoring was ever necessary and today the body shows the scars but the scalp is in perfect shape, and covered with a heavy cap of gray hair.

Another letter from Joseph A. Bourke:

Mr. Hoffman, a gold miner attacked by a bear near Klutna Lake, was very badly injured. His facial bones were broken and flesh lacerated. The wounds eventually healed and his face was distorted. Seen two years later in New York after an operation, he had one scar on the chin and was reportedly better looking than before the attack.

Letter from Mrs. Nellie Neill, Glacier Creek:

Mrs. Neill heard a noise in a shed near her house in which she had a pet black bear cub. she ran to the shed and found that the cub had been killed and partly disembowled by a large brown bear. The bear chased her back to her cabin reaching her just as she slammed the door and broke her little finger. Mrs. Neill then took a gun and killed the brown bear.

Was E. W. Nelsen, Chief of the Bureau of Biological Survey, United States Department of Agriculture, convinced as to the viciousness of the brown bear upon receiving from Territorial Governor Riggs, a large number of these authentic accounts of bears attacking Alaskans? Why was Governor Riggs accused, and by whom was he accused, of using the brown bear issue for rallying political support for the Republican Party? How did Thomas A. Edison and his wife feel about the bounty law on eagles in Alaska? Did you know that 9,714 eagles were killed in the first three years after passage of the bounty law? Why did Governor Riggs favor destruction of the eagle and why did he feel that the choice of the eagle as the national emblem was unfortunate?

If you have ever wondered about these and other questions concerning bears, eagles, and game laws in early Alaska you will be interested to know about this correspondence from the Territorial Governors' Records. In addition to the solicited bear stories, there is correspondence between the Governor and the following groups: government officials, "eastern environmentalist groups," big game hunters, and ordinary Alaskans.

Persons who are interested in consulting these records should contact the Alaska State Archives, Box C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.



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Bear Stories in the ALASKA STATE ARCHIVES

Record Group 101, Office of the Territorial Governor, Series 130, General Correspondence, 1920, File 49-4, Predatory Animals and Birds, Box 183, 0.5 cubic feet.

Bears are a constancy in everyday life for most Alaskans. Outsiders who have never been to Alaska tend to view life with bears in the abstract—unrealistically, often romantically and enviously. Even today as government officials wrestle with the subsistence issue, legislators and government employees persevere in their attempt to regulate man's interaction with wild game by devising more effective laws. There was no lack of controversy nor confusion over game legislation in the early Territorial days.

Brown bears, considered by many Alaskans as destructive to humans, cattle, sheep and other animals and property, were classified as game animals and therefore protected by the Department of Agriculture. Black bears, believed to be less harmful than the brown bear, on the other hand, were classified as fur bearing animals under the jurisdiction of the Department of Commerce. In national park areas under the Department of the Interior, both brown bears and black bears were fully protected.

In 1920 one of the biggest controversies facing Territorial Governor Thomas Riggs, Jr., was the protected status of the brown bear. Big game hunters and "eastern conservationists" (most of whom had never been to Alaska) were lobbying for protection of the brown bear. Both Governor Riggs and his predecessor, Governor John F. A. Strong, on the other hand, were representing Alaska cattle raisers, homesteaders and miners, and lobbied against protection for the brown bear. To strengthen his case Governor Riggs in 1920 solicited "authentic" bear stories from residents all over Alaska. The response was overwhelming.

Aficionados of bear stories, conservationists, hunters and trappers, naturalists, and everyday Alaskans will be fascinated by the outpouring of these true life accounts of confrontations with bears. These incidents occurred from the 1900's to 1920 and are documented in letters, both hand written and typed, some accompanied by photographs and newspaper accounts, and many notarized for authenticity. Some Alaskans even felt the urgency to send their accounts by telegram. Following are edited excerpts from selected documents:

Letter from E. E. Sholin, Chichigoff:

I have changed my mind about the bear in this country. I used to think that only a wounded bear or one with cubs would attack a man, but now I know different as I have seen other cases where they would show fight. I have a rug of one that came to meet me when I wasn't looking for bear and she had a cub. Mr. Bart, the Marshall at Sitka, has asked me for the skull to send it to the Smithsonian Institute. I will let him have it. Enclosed you will find a group picture of the witnesses.

Telegram from A. H. Twitchell, Flat:

A grizzly bear got into my herd June 7, 1920, and killed one female reindeer and wounded or crippled another female. To lose a female in June is to lose a female and a faun. Please charge 4 reindeer to the grizzly bear account.

Form 115—(EdM)—Feb. 1915

SIGNAL CORPS, UNITED STATES ARMY

WASHINGTON - ALASKA MILITARY CABLE AND TELEGRAPH SYSTEM 49-4

TELEGRAM

72

RECEIVED at

286S ISW 50 NL

101TAROD SEP 3 1920

GOW THOS RIGGS

JUNEAU

GRIZZLY BEAR HAVE BEEN IN MY REINDEER HERD THREE TIMES THIS SUMMER KILLING SEVERAL DEER CRIPPLING OTHERS I KILLED ONE GRIZZLY IN JUNE ANOTHER CAME JULY AND KILLED DEER BUT ESCAPED STOP A BLACK BEAR KILLED DEER IN AUGUST BEAR WAS SHOT HAVE KILLED SIX BEAR ROUND HERD THIS SUMMER

A H TWICHELL

724P

Letter from Wright Wenrich:

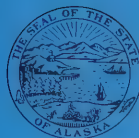
I am informed of a case at Nome, Alaska, summer of 1900, where a man named Anderson and partner were packing supplies up hill. Grizzly rushed Anderson. Anderson stuck shotgun in bear's mouth and blew its head off. But before he had time to pull the trigger, bear had crushed gun barrel muzzle in its teeth. Gun was sent to Winchester Arms Co.

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that the accounts as published are untrue and one-sided and the public has never had the benefit of the facts in the case; that I verily believe upon the information received from said counsel that the prejudice of the people in Juneau, Douglas and Treadwell is so bitter against me as to preclude the possibility of my obtaining a fair and impartial trial in Juneau. I am further informed and believe that the said local papers circulate in other portions of Southeastern Alaska and I verily believe that it would be impossible for me to obtain a fair and impartial trial in any portion of the First Division of the District of Alaska; that I further allege that the statement contained in The Transcript, a weekly newspaper published in the town of Juneau, to the effect that I had served a term in the penitentiary at San Quentin, California, is false and untrue; but I am informed and believe, and therefore allege, that said statement taken in connection with the detailed account of what purports to be the facts surrounding the homicide as published by the Alaska Daily Record, in numerous issues thereof, have so biased the public mind against him me in this section of the District of Alaska as to render it impossible for me to procure a fair and impartial trial in this Division of the District of Alaska.

That this application for a change of place of trial is not made for the purpose of delay, but that justice may be done and that I may secure a fair and impartial jury selected from a section of the District of Alaska where the public opinion has not already been molded adversely against me, before which tribunal the charge against me may be fairly, impartially and dispassionately considered and the merits of my defense calmly, deliberately and fairly weighed and appraised.

Robert F. Stroud
 SUBSCRIBED AND SWORN to before me this *28th* day of February,
 A. D. 1909.
J. D. [Signature]
 Notary Public for Alaska.



ALASKA STATE ARCHIVES

PRE-STATEHOOD COURT RECORDS IN THE ALASKA STATE ARCHIVES

IN THE DISTRICT COURT FOR THE DISTRICT OF ALASKA
 DIVISION No. 1. At Juneau.

THE UNITED STATES OF AMERICA,)	
)	No. 606 B
Plaintiff,)	AFFIDAVIT of
-VS-)	Robert F. Stroud.
ROBERT F. STROUD,)	
Defendant.)	

UNITED STATES OF AMERICA,)
) ss.
 District of Alaska)

I, ROBERT F. STROUD, being first duly sworn, on oath depose and say that I am the defendant in the above entitled action; that I was indicted by the grand jury of the above entitled court on the 23rd day of January, 1909; that I am charged by said indictment with having murdered one Charles F. Dahmer, in the town of Juneau, on the 18th day of January, 1909. That I have resided in the town of Juneau since the *28th* day of *October*, 1908; that I have no friends in Juneau and very few acquaintances; that I have discussed the charge against me with one of my counsel, T. R. Lyons, and I verily believe that I have a valid defense to said indictment on the merits; that I am informed by my said counsel that the feeling against me in the town of Juneau, Douglas and Treadwell is very bitter, owing to the fact that local papers have discussed in detail the evidence alleged to be in the possession of the government concerning the homicide and the circumstances surrounding the same; that from the information received from my said counsel concerning the detailed statements made in said newspapers, I am convinced

AFFIDAVIT OF THE "BIRDMAN OF ALCATRAZ," CONVICTED
 OF HIS FIRST MURDER IN 1909 IN JUNEAU.

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PRE-STATEHOOD COURT RECORDS IN THE ALASKA STATE ARCHIVES

Record Groups 500 through 516, Court System, 1884-1960, 400+ cubic feet.

Courts and judicial proceedings play a vital role in the social, political and economic lives of individuals. Even so there was not a code of laws nor court system solely for Alaska until 1884. In 1868, a year after the Treaty of Cession, the jurisdiction of the United States District Courts of Washington, Oregon and California was extended to Alaska. Finally, in 1884 Congress passed legislation constituting Alaska "a civil and judicial district" and made the General Laws of Oregon the law of the District of Alaska; a single district court was established for all of Alaska with the seat at Sitka.

By 1900 Alaska had civil, criminal and political codes. The district court was established and divided into three divisions, with judges at Juneau, Saint Michaels and Eagle City. In 1909 the District Court of Alaska was further divided into four divisions at Juneau, Nome, Valdez and Fairbanks, and in 1943 the third district court at Valdez was moved to Anchorage. District judges presided over the usual civil and criminal cases while other officials of the court performed a wide range of functions. The Commissioners served as lesser court judges and were ex-officio justices of the peace, recorders (for recording and mining districts), probate judges, notary publics, and recorders of deeds and other instruments relating to property. Also they recorded all fines and forfeitures and granted writs of habeas corpus. Clerks of the court were responsible for recording and preserving all official acts and for registering wills. The United States Marshal functioned as executive officer of the court, responsible for transportation and custody of prisoners and insane persons and served as ex-officio keeper of jails and prisons.

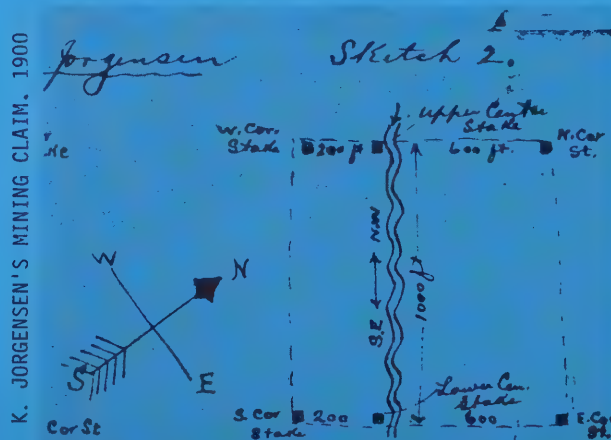
Upon statehood Magistrate Courts and the Supreme Court came into being and the latter assumed responsibility for the rules of practice, procedures and administration of the other courts. The areas formerly called "divisions" were changed to "judicial districts." In 1981 the Court of Appeals was created for jurisdiction in criminal cases.

What were the contents of Judge James Wickersham's Alaskan library at the time of his death in Juneau in 1939? Did you know he willed an oil painting of William H. Seward and a mounted moosehead to be hung in the Territorial Legislative Hall? Was Robert F. Stroud, a.k.a. the "Birdman of Alcatraz," granted a change of venue from Juneau to Skagway, for his famous 1909 murder trial? Who was Kittie O'Brien and why were the murder charges against her dropped, leaving Stroud to stand trial alone? Did you know that when the Sons of Norway Association was incorporated in 1912, their objectives were to establish and carry on a wide variety of businesses such as wholesale and retail mercantile activities, passenger and freight

services and telephone and telegraph services, saw mills, mines, and canneries? Who were the Directors of the Corporation establishing the Alaska Treadwell Gold Mining Company? What types of cases or investigations has the Grand Jury dealt with in the history of Alaska? Were doctors of homeopathy, eclectic medicine, and osteopathy ever licensed physicians in Alaska?

If you have ever wondered about these and other questions concerning information one might find in court records in Alaska, you will be interested to know that the Alaska State Archives has accessioned over 400 cubic feet of court records, 1884-1960. These records contain the usual civil and criminal proceedings found in court journals, dockets, and case files. They also include other records pertaining to property, deeds, mining, probate, missing persons, naturalization; adoptions and guardianships, insanity proceedings, Grand Juries, business licensing, liquor control, elections, professional occupations, and foreign and domestic corporations.

Users should be aware that most of these records are not indexed and access is difficult and time consuming without specific dates, names, case or docket numbers. Although, the Alaska State Archives holds a large portion of these records for the First (Juneau), Second (Nome), and Fourth (Fairbanks) Divisions, case files for the First Division (Juneau) and most records for the Third Division (Anchorage) are located in the Federal Archives and Records Center in Seattle. Some records are still in local courts or recording offices.



Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska. 99811, telephone (907) 465-2270.

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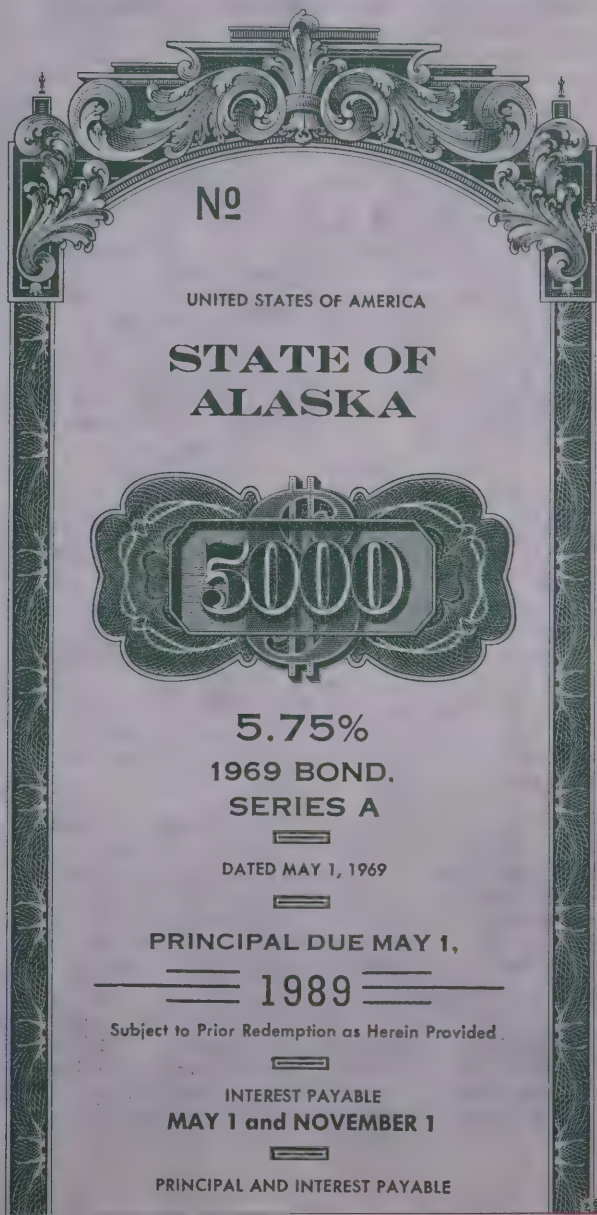
the Alcoholic Beverage Control Board? Have you ever heard of the Yah Sure Club, Alibi Club, Let's Go Inn, and the Gusher Club?

If you have ever wondered about these and other questions concerning the financing and economics of state government during this momentous period of "bust and boom" in the history of Alaska, you will be interested to know that the Alaska State Archives has accessioned 135 cubic feet of records from the Department of Revenue, 1959-1982. Records from this Department are arranged and described in five major subgroups: 1) Office of the Commissioner, 2) Audit Division, 3) Treasury Division, 4) Administrative Services Division, 5) Excise Tax Division, 6) Child Support Enforcement Division, 7) Alcoholic Beverage Control Board, and 8) Alaska Housing Finance Corporation.

Types of documents include reading and subject files; records of committees and boards; assessment, statistical, and other financial records; licensing files; newspaper clippings; photographs; and audio recordings. For a complete description of this agency's history, record series and documents, see the Department of Revenue Inventory (Record Group 04), compiled by the Alaska State Archives Processing Unit. Persons who are interested in consulting these records should contact the Alaska State Archives, P.O. Box C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.

ALASKA STATE ARCHIVES

RECORDS OF THE
DEPARTMENT OF REVENUE
1959-1982
IN THE STATE ARCHIVES



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PRINTED BY ALASKA LITHO, INC.

RECORDS OF THE DEPARTMENT OF REVENUE, 1959-1982

Record Group 04, Department of Revenue, 1959-1982,
135 cubic feet.

Alaskans, throughout their history, have sought to manage their available resources to best advantage, while coping with everyday life during periods of economic boom as well as economic bust. From statehood through the early 1980's, Alaskans were faced with momentous boom and bust periods. The early years of statehood were difficult ones. The state's first three administrations struggled with limited revenues received from corporate and individual income taxes and mineral sales (federal grants for the transition from territory to statehood ended in 1964). Then, in 1969, the situation changed dramatically. Following the discovery of oil in Prudhoe Bay, the state received \$900 million from the sale of oil and gas leases. In 1973, prices of oil on the world market went even higher than expected when the major oil exporting countries formed the Organization of Petroleum Exporting Countries (OPEC) for the purpose of controlling world prices. These were exciting, extraordinary times for the state. Most Alaskans thought their financial problems were solved. People wanted their public services to be on a par with other states and to accomplish this, capital and operating budgets swelled to previously inconceivable levels. The face of government changed drastically; suddenly numerous services and facilities were no longer a dream but a reality. At the same time Alaskans wanted to save money for the time oil revenues declined. In 1976 voters approved a constitutional amendment creating the Permanent Fund. From the late 1970's to the early 1980's debate raged over how to use the Permanent Fund income. Finally, in a unique experiment, the Fund paid dividends directly to Alaskan residents.

Specifically, how has state government coped with Alaska's economic ups and downs? During territorial days the responsibility for the collection, management and distribution of revenue was handled by several agencies—Territorial Treasurer, Board of Liquor Control, Department of Taxation, and Department of Finance (headed by the Territorial Auditor from 1929-1955). Upon statehood these activities were consolidated under the Department of Revenue, the agency that continues these functions to the present day.

All revenue and tax laws of the state are enforced by the Department of Revenue except when the licensing and regulation of a particular program is carried on by another department. The Department of Revenue has been engaged in a myriad of activities throughout its history. For example, during the twenty-one years covered by these records, this agency issued fish, game, and mining licenses; obtained and enforced child support orders; collected corporation franchise taxes; issued licenses for games of chance and skill; through the Municipal Bond Bank, provided bonding assistance to municipalities; provided administrative support to the State Assessment Review Board which hears taxpayers appeal on final departmental rulings for assessments for oil and gas explorations, production and pipeline trans-

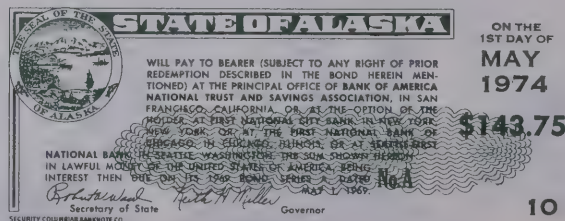
portation properties tax; sought to protect copyright musical works from illegal commercial use; issued embalmers' licenses; and registered log brands.

Qusai-independent agencies in the Department such as the Alaska Housing Finance Corporation, Alaska Medical Facility Authority, and the Alaska Gas Pipeline Financing Authority provide specialized financing for housing, medical facilities and gas pipelines, respectively. Liquor laws continued to be administered by the department's Alcohol Beverage Control Board. Also, the department administers the Permanent Fund Dividend Program through the Alaska Permanent Fund Corporation managed by a Board of Trustees.

Cyclically, and especially during periods of revenue shortfalls, Alaska considered instituting the state income tax. Why and when did Alaska decide to repeal the income tax? Did you know that the state includes bingo, raffles, lotteries, ice classics, rain classics, sled dog racing, and fish derbies, in defining "games of chance and skill?" How does the state decide where to invest surplus revenues? Did you know that Alaska invested heavily in the gold market in the early 1980's?

Why should Alaskans be interested in world energy policies and the fluctuation of world oil supplies? What is the impact of oil prices on Alaska state revenues? What are royalty and severance taxes? Did you know that the State Investment Advisory Committee planned and established Alaska's Permanent Fund? What was the original investment policy of the Permanent Fund and how has that policy changed since the Fund's inception? Do you know how your Permanent Fund dividend is calculated?

What types of industries were tax exempt under the Industrial Tax Incentive Program, 1957-1980? How was the Fairbanks Memorial Hospital financed in the early 1980's? How were oil and gas taxes assessed, collected and audited from 1963 to 1974? Which oil companies protested their assessments? What does the Alaska Housing Finance Corporation do for homeowners?



What was the state's principal revenue between 1970 and 1975 and what is the principal revenue today? Did Alaska ever have a state debt? How many bars were licensed to operate in Homer in 1970? Why are some liquor license applications denied by



ALASKA STATE ARCHIVES

FISHERMAN'S WORK
AND ASSISTANCE PROGRAM
RECORDS IN THE STATE ARCHIVES

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

WESTERN UNION

W. P. MARSHALL, PRESIDENT

1220

SYMBOLS

DL=Day Letter
NL=Night Letter
LT=Int'l Letter Telegram
VLT=Int'l Victory Telegram

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

WP061 LONG 109 DL PD 1 EXTRA PETERSBURG ALASKA 13 915AMP
GOVERNOR OF ALASKA B FRANK HEINTZELMAN
DEPARTMENT OF THE INTERIOR

B7-D

BY MOTION UNANIMOUSLY ADOPTED THE PETERSBURG VESSEL OWNERS ASSOCIATION CALLS UPON THE FEDERAL GOVERNMENT TO GRANT EMERGENCY FUNDS IMMEDIATELY TO MEET DRASTIC SITUATION INVOLVING UNHAPPY PROSPECT EARLY SUFFERING BY DESTITUTE FISHERMEN AND FAMILIES BECAUSE OF ALARMING DECLINE IN EARNINGS BROUGHT ABOUT BY FAILURE OF 1955 FISH RUN. CONSTRUCTIVE WORK, ESPECIALLY CONCERNING IMPROVEMENT OF SALMON STREAMS, CAN BE STARTED WITHOUT DELAY. WE WANT WORK NOT DOLE AND ONLY IN AREAS AND COMMUNITIES WHERE NEED EXISTS, ACTUALLY OR PROSPECTIVELY. FEDERAL RESPONSIBILITY INTEGRAL PART OF FEDERAL MANAGEMENT OF OUR FISHERIES. PROMPT AND EFFECTIVE ACTION REQUIRED. PLEASE REVIEW OUR CASE WITH SECRETARY MCKAY AND ADVISE US BY WIRE WHAT ACTION IS PROPOSED.

PETERSBURG VESSEL OWNERS ASSOCIATION FRED HALTNER
PRESIDENT

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FISHERMAN'S WORK AND ASSISTANCE PROGRAM

Record Group 111, Secretary of Alaska, Series 103, Fisherman's Work and Assistance Program, 1953-1954, 1.5 cubic feet

From the earliest days of Alaska's history public welfare has been a concern of government. Federal, territorial, state and local governments have promulgated legislation to alleviate economic hardships among the populace. One of the most interesting government relief programs was known as the Fisherman's Aid Program, 1953-1954, involving a myriad interworking of federal, territorial and local agencies. (The official name for this program is Fisherman's Work and Assistance Program.)

In 1953 residents of Bristol Bay and Southeast Alaska were brought to the brink of economic disaster because the fishing industry had plummeted to the lowest level in thirty-two years. After preliminary studies the Fisherman's Aid Program was established and Governor B. Frank Heintzleman appointed Secretary of Alaska Waino E. Hendrickson to direct the work. A central committee of representatives from federal (Alaska Public Works, Alaska Native Service, Alaska Road Commission, Bureau of Public Roads, Fish and Wildlife Service) and territorial agencies (Departments of Welfare, Fisheries, Labor, Civil Defense, Education, Aviation, Highway Engineer, Employment Security) planned and executed the program. Three broad types of programs were outlined by the committee: 1) aid in the form of direct relief; 2) public works programs; 3) creation of new employment and income opportunities. A subsequent presentation of the facts regarding the distressed conditions in the fishing areas resulted in the President of the United States declaring these areas to be major disaster areas under the provision of Public Law 874, 81st Congress. By Executive Order 10427 the Federal Civil Defense Administration was authorized to determine the amount of assistance necessary and on November 10, 1953, a Federal-Territorial Disaster Agreement was signed. The Federal Government was to supplement the disaster relief efforts of the territorial and local governments by providing facilities, personnel, surplus food, medicine and money for transporting commodities.

The Alaska Native Service assisted the Secretary in the overall administration and in Southeast mayors were named Chairmen of distribution committees while in the Southwest a commissioner and a district social worker were named chairmen of the local distribution committees.

How did the relief program actually work and what impact

did it have on the lives of the fishermen recipients? How were distribution committees set up and how did these committees select the recipients? What type of accountability did the local committee have to the administrators of the Fisherman's Aid Program, e.g., reports giving names and numbers of recipients, quantity of food, medicine and clothing distributed? Why in some communities was the program criticized by the aid recipients? How successful was the public works program? What types of projects were undertaken and completed?

Designation of a "disaster area" by the federal government customarily followed major calamities such as a flood, drought, hurricane, tornado, earthquake, usually referred to as an "act of God." Why was Alaska declared a disaster area when, according to some sources, the disaster was attributable to the failure of a federally managed resource, or to the acts of man? Why was the program needed at all when other sources of aid existed? For example, were persons already receiving Public Welfare eligible for aid from the Fisherman's Aid Program? Why weren't fishermen in Alaska covered by Social Security?

If you have ever wondered about these and other questions concerning the fishing industry and government relief programs in Alaska, you will be interested to know that the Alaska State Archives has accessioned the records of the Fisherman's Work and Assistance Program, 1953-1954.

Documents in this group include correspondence among federal, territorial and local officials and the Secretary of State and officials of the Alaska Native Service, statistical and narrative reports, allotment ledgers, financial records (invoices, etc.), hearings, contracts, memorandum of agreement with other agencies, and newspaper clippings.



Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.

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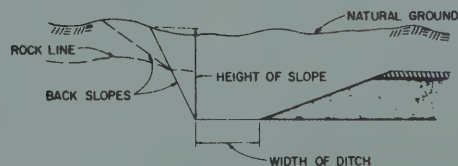
ALASKA STATE ARCHIVES

THE NORTH SLOPE HAUL ROAD PROJECT RECORDS IN THE STATE ARCHIVES

INDEX OF ROADWAY MATERIAL	
NO.	ITEM
①	SELECT MATERIAL (BORROW EXC & UNCLASSIFIED EXC)
②	6" SURFACE COURSE MATERIAL
③	BORROW EXCAVATION (COMMON), BORROW EXCAVATION (ROCK), SUITABLE UNCLASSIFIED EXCAVATION OR ROCK EXCAVATION
④	AVAILABLE WASTE DISPOSAL AREA (MAX ELEV NOT TO EXCEED BOTTOM OF SELECT MATERIAL)
⑤	UNCLASSIFIED EXCAVATION AND/OR ROCK EXCAVATION

CUT SLOPE RATIO TABLE		
HEIGHT OF SLOPE	WIDTH OF DITCH	BACK-SLOPE
0 TO 5'	2'	1 1/2 : 1
5' TO 15'	8'	1 : 1
		1/4 : 1 (FROZEN SILTS)
		1 1/2 : 1 (GRANULAR SOILS)
		2 : 1 (THAWED SILTS)
15' AND OVER	14'	
	2' TO 14'	1/4 : 1 TO 2 : 1 (ROCK)*

NOTE: SLOPES INDICATED MAY BE VARIED BY THE ENGINEER TO SUIT CONDITIONS ENCOUNTERED.



* WHEN COMPETENT BEDROCK IS ENCOUNTERED, BACK-SLOPE SHALL BE 1M.1. OVERBURDEN BACK-SLOPE SHALL BE AS REQUIRED FOR THAT SOIL-TYPE. WHEN SEVERELY WEATHERED BEDROCK IS ENCOUNTERED, BACK-SLOPE SHALL BE AS REQUIRED FOR SOIL-TYPE OF THE OVERBURDEN MATERIAL. DITCH WIDTH TO BE DETERMINED BY THE ENGINEER

5	D.C.H.	GENERAL REV	4-30-71
3	D.C.H.	REV FROM PREL DWG. TO CONST. DWG.	12-70
2	D.C.H.	REVISED FOR FIELD SURVEY	6-1-70
1	D.C.H.	REVISED FOR FIELD SURVEY	4-25-70
ALYESKA PIPELINE SERVICE COMPANY TRANS ALASKA PIPELINE SYSTEM ROAD CONSTRUCTION YUKON RIVER TO PRUDHOE BAY TYPICAL SECTIONS SEGMENT NUMBER 2 - STATE HIGHWAY			

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THE NORTH SLOPE HAUL ROAD PROJECT RECORDS

Record Group 14, Department of Highways, North Slope Haul Road Files, 1969-1974, 3 cubic feet

From the earliest days a major theme in Alaska's history has been the lack of an infrastructure and adequate transportation system to support economic development. With the construction of the North Slope Haul Road the vast area north of Fairbanks to the Arctic Ocean opened for economic and other development for the first time.

The Alaska Native Claims Settlement Act, passed in 1971, established authority for transportation corridors, clearing the way for the construction of the Trans Alaska Oil Pipeline. This pipeline was needed to transport oil from Prudhoe Bay on the Beaufort Sea to the southern port of Valdez where it could be shipped to the Lower 48 for final processing.

Completed in 1974, the North Slope Haul Road running 416 miles from the Elliott Highway to Prudhoe Bay provided a supply route for the pipeline. From the beginning, various utilization and management options were bound up in a complex entanglement of countervailing desires and issues from the public and private sectors. Land use, environmental impact, economic and social and political concerns and safety were some of the most important issues dealt with by a myriad of public and private agencies and special interest groups. Perhaps the most controversial issue was the use and maintenance of the road itself. This controversy was finally laid to rest in 1981 under the Hammond Administration when the road was officially opened to the public and renamed the Dalton Highway.

Needless to say the complete story of the North Slope development remains to be told. However, one piece of this story, the actual planning and construction of the North Slope Road, 1969-1974, can be found in the North Slope Haul Road files from the State of Alaska, Department of Highways.

How did the Department overcome problems of providing adequate water and power, waste and sewage disposal facilities to the employees working in the seven construction site stations?

In laying out the road construction, foremen were instructed to follow the old "cat" trails carved out during gold mining days but then what were they to do if those ended?

If you have ever wondered about these and other questions concerning the North Slope Haul Road you will be interested to know that the Alaska State Archives has accessioned the North Slope Haul Road Project files, 1969-1974 from the Interior District Office in Fairbanks. Documents include general correspondence of the State Interior District Engineer and the Construction Engineer, copies of agreements and coordination meetings between Alyeska and the State Authorized Pipeline Coordinator, personnel files, published reports and studies relating to the road, and for each of the seven project engineers, weekly reports summarizing their diaries, and construction drawings and change orders (design changes to the approved plans).

Users should be aware that these documents are new accessions in the Archives and that no finding aids currently exist. Other records relating to this subject are:

Office of the Governor, Division of Policy Development and Planning, Public Forum, 1976-1977, 1 cubic foot

Department of Highways, Deputy Commissioner for Design and Construction, Correspondence on the North Slope Haul Road, 1976-1978, .5 cubic foot

Department of Highways, Commissioner, Correspondence and other records on the North Slope Haul Road, 1970-1976, 10 cubic feet

Undoubtedly as the holdings of the State Archives increase more information will be found in the Office of the Governor and other Departments.



Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.

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ALASKA STATE ARCHIVES

EARLY ALASKA EDUCATION
RECORDS IN THE STATE ARCHIVES

November 10, [188]5

Mr. S..... Esq.

Sitka

Dear Sirs --

Complaints arise to us of the bad conduct of your son Fred in the public school, and I am asked to interfere, as some of the other children have been taken out of the school on acc't of his conduct. I have to ask that you will see to it that he behaves himself from this time forward -- failing in which I will be compelled to take such measures as to us may seem necessary to protect the other pupils and secure the success of the school.

Most truly,

A.P. Swineford

Governor

November 10 5

Mr. S. Swineford Esq.
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A. P. Swineford
Governor

RECORDS OF EARLY ALASKA EDUCATION

Record Group 05, Department of Education, Series 1, School District Correspondence, 1915-1941, 15 cubic feet;
Series 18, Commissioner's Subject File, 1949-1964, 18 cubic feet

What was the influence of the Alaska Engineering Commission on the first school in Anchorage? What did the Blackburn school provided by the Kennecott Corporation look like? How did the Finger Lakes, Warton and Matanuska School Districts come to be consolidated at Palmer? What was the development of the Knik, Fairview and finally Wasilla School District? Does anybody remember Primier and the Territorial School operated there between 1931 and 1935? When did the Riddiford School fold? Can you imagine the experiences of Mrs. L.A. Fairburn, the circuit school teacher for the Tofty School District, holding school at Woodchopper, Tofty and Hot Springs, between 1917 and 1921? Do you remember the struggle Homer Heights went through to secure a school above the spit? How many children attended school at Perseverance, Treadwell and Thane during the heyday of the mining operations? Is it widely known why the Territorial Legislature's first act to create a school system was annulled by Congress?

If you ever wondered about these questions or the many other questions that could be asked about education in Alaska, then you will be interested to know that the Alaska State Archives has processed the records of the Department of Education. These records include one series of correspondence between the Commissioner of Education and local school officials, teachers and concerned parents (1915-1964).

In community after community educators trying to provide basic education on a twentieth century frontier faced problems of Alaskan proportions. The Commissioner of Education appointed teachers for the system of Territorial schools outside incorporated school districts and often had to search widely to find qualified teachers to serve "to the westward." The teachers often found totally inadequate facilities for the classroom and no facility for living quarters. Their efforts were often courageous. Shortages of supplies—from ink wells to readers—constantly hampered the teachers efforts. Settlements washed away, the mining company closed operation, one family didn't talk to another, a competing settlement started up a few miles up the trail—all of these natural forces and human activities shaped and reshaped educational efforts throughout the territorial period.

The State Archives has microfilmed many of these records and the microfilm is available through a loan program. Interested persons should contact the Alaska State Archives for further information.



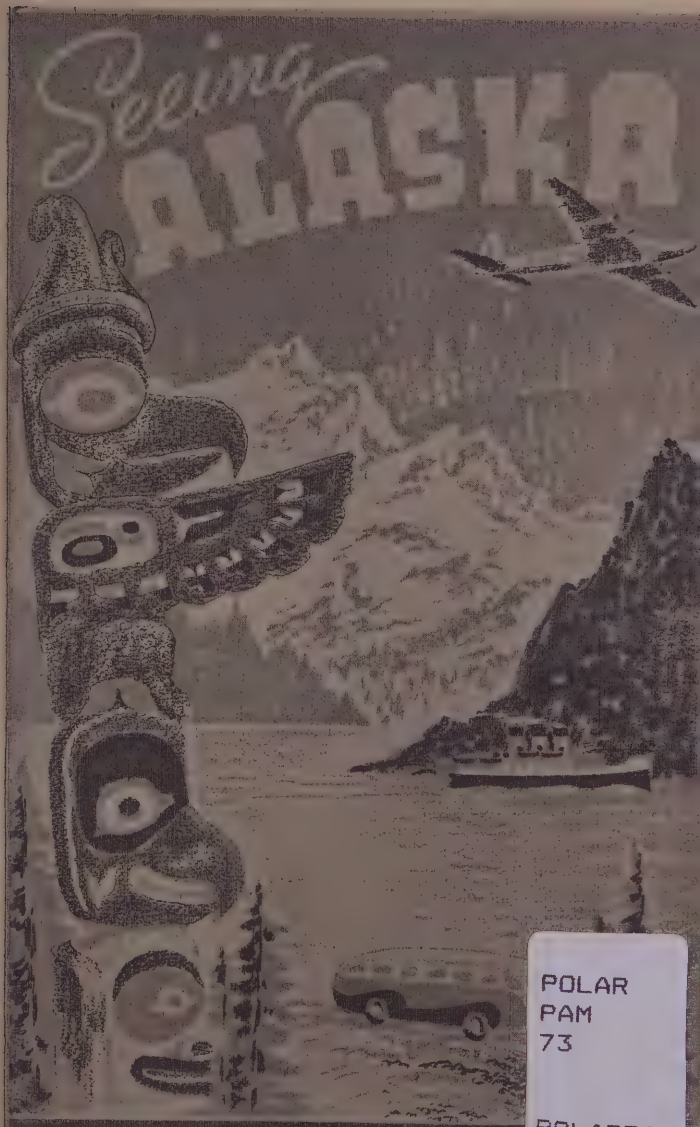
Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.

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ALASKA STATE ARCHIVES

ALASKA DEVELOPMENT BOARD
RECORDS IN THE STATE ARCHIVES



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ALASKA DEVELOPMENT BOARD RECORDS

Record Group 314, Alaska Development Board
Series 53, Subject Files 1945-1961, 24 cubic feet

From the days of the Russian American company down to the present, Alaskans continue to encourage economic development in their state. One of the most significant agencies charged with these "Chamber of Commerce" type responsibilities was created during territorial days and served as a predecessor and/or catalyst for the establishment of subsequent agencies such as the Alaska Visitors Association and the Division of Tourism (Department of Commerce and Economic Development).

The Alaska Development Board was created by Chapter 25, SLA, 1945 for the following purposes: 1) To compile and disseminate information on industrial and economic possibilities in the territory; 2) To encourage studies on economic development in Alaska; 3) To focus attention on necessary changes in laws that would enhance the prospects for development. The Board was composed of the Governor and four appointed members, one from each judicial division. The Board in turn hired a general manager to direct, supervise and manage their work.

The direction of this agency was influenced by the extraordinary activities of the General Manager, 1947-1953, George Sundborg. Highlights of his tenure include a close working relationship with artist/photographer Fred Machetanz to produce a variety of public relations materials including the widely distributed film "Alaska, USA." Sundborg's efforts led to the establishment of the Alaska Visitor's Association and the initiation of the continuing statistical surveys reflecting commerce and development in the territory in the post World War II decade. At the same time Sundborg worked diligently on behalf of statehood by writing speeches and presentations on the topic for Governor Ernest Gruening and Delegate Bob Bartlett.

In 1955 the Alaska Development Board was abolished and the Alaska Resource Development Board was created to perform the same duties, but the new board differed in membership. The new Board was composed of the Governor, the Director of Fisheries, Commissioner of Mines, the Land Commissioner, the Highway Engineer, the Director of Aeronautics, the Commissioner of Agriculture and the President of the University of Alaska. Also in 1955 the Alaska Rural Development Board was created to foster development in rural Alaska.

In 1957 an Industrial Tax Incentive Program was established under the Board of Administration to grant exemptions from local taxes for designated new businesses. The Director of the Alaska

Resource Board was appointed Director of the Industrial Tax Incentive Program. Under statehood, the Alaska Resource Development Board was abolished and its functions assigned to the Department of Natural Resources, Division of Economic Development. In 1960, the Division of Tourism and Economic Development was transferred to the Department of Commerce, today the Department of Commerce and Economic Development.

Records cover a wide range of topics including agriculture, commerce, fishing, forestry, industry, minerals, power, recreation, transportation, water, wildlife. What industries were officially encouraged by territorial and state agencies in post-war Alaska? For example, how and why did the Sitka Pulp Mill come into existence? What was the need for an Alaska Visitors Association as conceived by the founders? Were local Chambers of Commerce mobilized to cooperate with territorial and state officials in promoting Alaska? Did you know that in 1950 the Taku Lodge near Juneau was offered to the U.S. Military on a lease basis, fully equipped with all kinds of recreational facilities including two St. Bernards and musical entertainment personally provided by the owners?

If you have ever wondered about these and other questions concerning post World War II tourism and economic development, you will be interested to know that the Alaska State Archives has accessioned 24 cubic feet of records of the Alaska Development Board, 1945-1961.

Series 53 includes the Subject Files of the General Manager, Alaska Development Board, 1945-1955; Executive Director, Alaska Resource Development Board, 1955-1959; and the Director, Division of Tourism and Economic Development, Department of Natural Resources and Department of Commerce, 1959-1961. Records for July 1955 and June 1957 were not present at the time of accessioning. After 1957 the records reflect more restrictive activity and should be used in conjunction with files of the Industrial Tax Incentive Program and the Alaska Visitor's Association. Records from the director of the Division of Tourism and Economic Development (1959-1961) relate to economic development and labor conditions and statistical reporting were transferred to the Department of Labor, Division of Planning and Research. There is a subject file code for access.

Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska 99811, telephone 907/465-2270.

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ALASKA STATE ARCHIVES

RECORDS OF THE
DEPARTMENT OF COMMUNITY &
REGIONAL AFFAIRS, 1959-1982
IN THE STATE ARCHIVES

STATE OF ALASKA
RURAL DEVELOPMENT AGENCY
POUCH B - JUNEAU, ALASKA 99801

APPLICATION FOR GRANT FUNDS

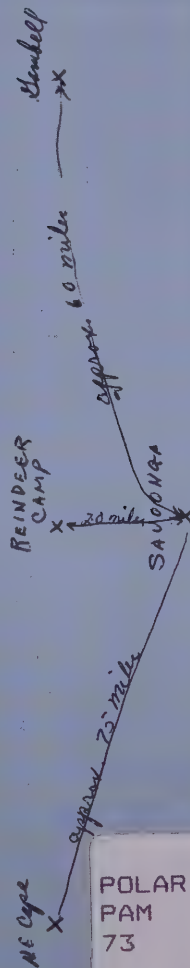
LOCATION Savoonga

DATE Dec. 30, 1968

Describe work project in detail - Send pictures showing need or a sketch.

(Trailstaking Project)

ST. LAWRENCE ISLAND



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RECORDS OF THE DEPARTMENT OF COMMUNITY & REGIONAL AFFAIRS, 1959-1982

Record Group 21, Department of Community and Regional Affairs, 1959-1982, 138 cubic feet.

Because of the isolation, life in Alaska for many citizens is concentrated around their immediate local community. Most Alaskans take great pride and interest in local community activities. Throughout Alaska's history, federal, territorial and state governments have given assistance and encouragement to rural areas and communities. Prior to 1972 most local assistance efforts were administered through the Governor's Office. In 1972, however, the Legislature directed that local assistance programs be coordinated under a single agency, the Department of Community and Regional Affairs. At that time assistance was given for incorporation and boundary changes, property assessment for school districts, finances, community and rural planning and development, public works, housing, and manpower and training programs.

Beginning in the late 1960's and on through the 1970's government assistance to Alaskan communities increased dramatically. First under President Lyndon B. Johnson and his "Great Society" and then under subsequent presidents, federal funds were allocated to local communities as part of the nation's "war on poverty." State oil revenues, combined with these federal funds, impacted programs and services in local and rural communities; a myriad of new programs appeared in this time of ferment and controversy. (Head Start, Day Care, Volunteers in Service to America [VISTA], Legal Services, Community Employment and Training Assistance [CETA], Alaska Village Electric Cooperation [AVEC], and various community action programs are some of those most well known.) Department administrators reorganized to provide for the most efficient delivery of the services offered by these programs.

Is it possible to trace the origins of present day citizens' groups to these community action programs? Did the community action programs succeed in their goal of educating people to be advocates for their rights and privileges in eliminating poverty? In 1971 the newly appointed director of the Alaska Rural Community Action Program (RurALCAP) said, "The federal government has been operating with the mistaken assumption that rural Alaska won't exist in the future." Why did he say this and why were the Alaska Native Land Claims Settlements a priority for the RurALCAP? Anti-poverty programs were to serve the following groups as defined in official guidelines: the poor, elderly, native and rural. How did government administrators go about identifying these clients?

Cities and villages came to government administrators with all kinds of requests for assistance, from routine questions about how to incorporate and set boundaries, how to obtain city seals and establish city government, and how to manage local finances, to non-routine questions such as the one from Eagle in 1970 about how many people from one family can serve on the same city council. In another instance Local Affairs Agency administrators in 1969 were contacted by the Civil Defense Director of Noorvik requesting that "some action be taken to stop the falling away of this 100 foot high melting glacier which is now only 12 feet away from one family home."

If you have ever wondered about these and other questions concerning services to local communities and "grass roots development," in Alaska, you will be interested to know that the Alaska State Archives has accessioned 138 cubic feet of records of the Department of Community and Regional Affairs, 1959-1982. Records from the Department are arranged and described in five major subgroups: 1) Office of the Commissioner, 2) municipal and regional assistance, 3) community development, 4) community planning, and 5) housing assistance. Documents include reading and subject files, grant and project files, program files, assessment rolls and financial files.



Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.

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ALASKA STATE ARCHIVES

CONSTITUTIONAL CONVENTION RECORDS IN THE STATE ARCHIVES

RECEIVED
JUL 27 1955
GOVERNOR'S OFFICE

Public Law 154 - 84th Congress
Chapter 335 - 1st Session
S. 1633

AN ACT

Relating to a constitutional convention in Alaska.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That, notwithstanding the provisions of section 11 of the Act entitled "An Act to create a legislative assembly in the Territory of Alaska, to confer legislative power thereon, and for other purposes", approved August 24, 1912 (48 U. S. C., sec. 82), any member of the legislature may be a candidate for election as a delegate in the formation of a constitutional convention and if elected may serve at such convention.

Approved July 12, 1955.

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CONSTITUTIONAL CONVENTION RECORDS

Record Group 100, Alaska Constitutional Convention,
1955-1956:

Series 122, Records of the Secretary, 6 cubic feet

Series 123, Audio tapes (8mm x 400 ft) of Daily Sessions,
12 cubic feet

Alaska's Constitution is often referred to as a "model constitution." How did this Constitution come into existence? How were the articles shaped and amended as they emerged from committees and subsequently finalized by the the entire delegation? What about the nonpartisan delegates who drafted this Constitution? What were the major constitutional problems and issues facing these delegates and how did they confront this situation? How did constitutional experiences in New Jersey, Hawaii and Missouri relate to the design of the important document in Alaska? What was the national and international political and economic climate of those years and were there national and international influences on the final Constitutional document?

If you have wondered about these and other questions concerning the State's model constitution, you will be interested to know that the Alaska State Archives has accessioned records from the Alaska Constitutional Convention, 1955-1956. This body of nonpartisan delegates met for a period of four months to formulate a new Constitution consisting of a preamble and fifteen articles.

Records of the Secretary of the Convention include administrative and financial records, source materials used by convention delegates, committee minutes, proposals, articles, rules and the chief clerk's journal. Constitutional convention meetings audio tapes, November 8, 1955, through February 6, 1956, constitute a separate series in this Record Group. The records are also on microfilm and copies are available around the state.

Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.

Let Us End

AMERICAN COLONIALISM!

By

Ernest Gruening

Governor of Alaska, 1939-1953

ALASKA LEGISLATIVE COUNCIL



Keynote Address

ALASKA
CONSTITUTIONAL
CONVENTION

University of Alaska, College, Alaska
November 9, 1955

NORMAL INSTITUTE
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ALASKA STATE ARCHIVES

CAPITAL MOVE RECORDS IN THE STATE ARCHIVES

On October 31, 1975, the Capital Site Selection Committee narrowed the number of Capital sites under consideration from eight to the five shown in this map published in the Committee's November 1975, NEWSLETTER.



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July 1985

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CAPITAL MOVE RECORDS

Record Group 301, Capital Site Selection Committee, 1975-1976,
20 cubic feet
Record Group 302, Capital Site Planning Commission, 1977-1978,
18 cubic feet
Record Group 316, New Capital Site Planning Commission,
1981-1982, 16 cubic feet

Juneau has been Alaska's capital since 1900 when it was transferred from Sitka. However, for years many Alaskans have been enamored with the idea of carving a new capital city out of Alaska's wilderness. Alaskans have taken votes, held hearings, conducted studies, and organized committees to lobby for and against the capital move. How many Alaskans have heard these sentiments as quoted from capital move records in the Alaska State Archives?:

"Those of us in Southeast can't see any reason to move the capital at all."

"Up here we feel like we have been left out of the government all together. It is hard for any of us to get to Juneau and once you get there it is even harder to find your legislator."

"It would be nice to have the capital located somewhere where there are recreational areas."

"I can't see why we have to build a whole new city at all, why can't we just move it into Anchorage and save ourselves a bunch of money."

"What is it all going to cost me is what I want to know?"

Capital relocation was an issue before Alaskan voters in initiatives on the ballots in both 1960 and 1962. With the development of North Slope oil and the promise of increased state revenues, relocation was finally approved by voters in 1974 and the Capital Site Selection Committee (1975-1976) was appointed to select three sites to present to the voters. In a 1976 election Willow was chosen from the three sites and the Governor appointed a Capital Site Planning Commission (1977-1978) to prepare a development plan, including full cost estimates. The Detailed Development Plan based on fourteen technical reports was delivered to the Alaska State Legislature in March 1978, analyzing state and local government, utilities, environmental and socio-economic impact, geotechnical and technical resources, and transportation for a new capital city that would accommodate 30,000 persons by 1990. The Commission was then charged in July 1978, with conducting an environmental assessment of the Willow site itself.

Alaskans in 1978 rejected a bond issue but approved the FRANK (Frustrated, Responsible Alaskans Needing Knowledge) initiative, requiring voter approval before any bond money could be spent on the move. In 1981 the New Capital Site Planning Commission was constituted to estimate both cost of relocating the capital near Willow and the cost of leaving the capital in Juneau. The cost estimates and findings were completed in a 1982 Summary Report compiled from twelve technical reports analyzing government and community facilities, transportation and communication, public utilities, commercial and industrial development, resource and environmental aspects.

What do Larson Lake, Mount Yenlo and Willow have in common? Who is Frank Harris and is he related to Richard Harris, founder of Juneau? What was the "Move the Capital Group" organized around 1962? Why did the Capital Relocation Committee favor moving the capital from Juneau? When and who organized this committee and how effective were their efforts? Were prospective sites ever included or excluded because of public or private land ownership, accessibility by car, plane, or rail? Did Bill Egan, Ted Stevens, Mike Gravel, Don Young, Keith Miller and Jay Hammond support or oppose the efforts of Alaskans United to keep the capital in Juneau? What was the Boeing Study and why was this report controversial?

Why in 1979 was there a proposed initiative to name the new capital site "Bulchitna-on-Deception Creek?" Why have a majority of Alaskans chosen to keep the capital in Juneau despite repeated effort to move it? Will the capital move issue re-emerge and eventually be successful?

If you have ever wondered about these and other questions concerning the capital move issue you will be interested to know that the Alaska State Archives has accessioned records from the Capital Site Selection Committee 1975-1976, the Capital Site Planning Commission, 1977-1978, and the New Capital Site Planning Commission, 1981-1982. Documents from these agencies include minutes and transcripts of meetings and public hearings, public relations materials, audio-visuals, contracts for technical studies, technical reports, and administrative and subject files.

Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.

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ROADBLOCK

By Burris Jenkins Jr.



DUATORY and desultory attitudes in the U. S. Senate have unjustifiably obstructed a measure of the highest political, economic and military importance — the bill to admit the Territory of Alaska to Statehood in the Union.

That the Alaskan Statehood legislation has overwhelming public support has been evidenced by numerous expressions of public thought.

Moreover, Senatorial sentiment is equally invariable.

In the last month — and in the light of the Far Eastern crisis — Annetts, the well-known veterans' organization, has polled the Senate.

According to National Commander Harold Russell, the inquiry shows that the Alaskan Statehood bill, previously passed by the House of Representatives, would pass the Senate by a large majority — IF BROUGHT TO A VOTE.

THE EVIDENT unwillingness to permit a Senate vote on Alaskan Statehood is not easy to comprehend.

For Statehood has been RECOMMENDED by the Committee on Interior and Insular Affairs, and Senator Joseph O'Mahoney, the committee chairman, is an advocate of immediate passage of the bill.

"We should," he has said officially, "permit

ALASKAN STATEHOOD IS NECESSARY NOW

NOTHING to interfere with Statehood for this territory."

And Alaska's qualifications for Statehood are beyond cavil.

The population — considerably greater than that of several other territories when they became States — has increased, by the new census, 75 per cent in 11 years and ALASKA IS STILL GROWING.

The Alaskans are AMERICANS.

They are CITIZENS.

So they should have their just representation in Congress as a STATE.

Overshadowing aught else, however, is the strategic situation and the commanding strategic importance of Alaska.

Alaska is only a few miles from Soviet Siberia.

Senator Humphrey, a Democratic member, has said:

"The Russians already have moved up 5,000 to 6,000 planes, most of them bombers, to the East Siberian peninsula. We know they are constructing six to eight major air bases DIRECTLY ACROSS THE BERING SEA FROM ALASKA."

And Soviet Russia asserts pretensions to Alaska — claiming that its sale to the United

States by the czarist government was illegal, and hence that Alaska is lawfully a part of Russia.

The way to refute this Communist falsehood, and to sterilize the Communist military threat, is to make Alaska a State — and to FORTIFY and DEFEND Alaska as a STATE.

THE ALASKAN STATEHOOD BILL has gone beyond the stage of controversy.

It is a bill which — President Truman recently said — could be passed IN TEN MINUTES.

There is no sound reason for further delaying its approval.

We cannot match Soviet propaganda, or Soviet preparations for war, by any continued neglect of the territory.

Gov. Ernest L. Gruening of Alaska epitomized the whole story in a telegram to Congress which said:

"At no time has action on Statehood been so imperative as NOW."

In the exercise of their rights and duties, all citizens should telegraph to their Senators at Washington this instruction:

PASS THE ALASKAN STATEHOOD BILL AT ONCE!



ALASKA STATE ARCHIVES

STATEHOOD COMMITTEE RECORDS IN THE STATE ARCHIVES

STATEHOOD COMMITTEE RECORDS

Record Group 313, Alaska Statehood Committee, 1949-1958,
3.6 cubic feet:

Series 82, Committee Minutes

Series 83, Secretary's Correspondence

Series 84, Executive Officer Correspondence

Series 85, Public Information Correspondence

Series 86, Financial Records

Series 87, *Congressional Record* Progress

Since the earliest times the desire for government by consent of the governed has been prominent in the hearts and minds of Alaskans and efforts toward this goal intensified in the twentieth century. From the enactment of the Organic Act of 1912 every Alaska delegate, every territorial legislature, several governors, countless private citizens and organizations repeatedly lobbied to increase Alaska's autonomy. The statehood issue has played a major role in this quest for greater representation.

What were the arguments for and against statehood? What Alaskan organizations and individuals were involved in the statehood drive and who opposed statehood? How did national politics affect the statehood issue? How and why did Alaska finally achieve statehood in 1958 instead of at an earlier time? What was the Tennessee Plan and how did this plan affect the particular nature of Alaska's thrust for statehood? How did Hawaii's simultaneous drive for statehood affect Alaska?

If you have wondered about these and other questions concerning Alaska Statehood, you will be interested to know that the Alaska State Archives has accessioned records from the Alaska Statehood Committee, 1949-1958. This committee was charged with assembling applicable materials, making studies and providing recommendations for Alaska Statehood. Eleven of the members were appointed by the governor and the delegate to congress and former delegate (ex officio) and the governor also served.

The records series in this group include the minutes of the committee meetings (letters to and from members of the committee, the delegate, members of congress and the Tennessee Plan delegation); research materials and reports from consultants and interested associations and individuals; correspondence of the Executive Officer who was hired in 1955 to organize the Constitutional Convention and then became secretary to that convention; correspondence from the Public Information Office, established in 1956 to publicize and answer questions about

the proposed constitution until ratification. Financial records, newspaper clippings and relevant selections from the *Congressional Record* also constitute separate series in this record group.

SAMPLE BALLOT

Special Election -- Proposition No. 1

Tuesday, August 26, 1958

Vote on the following proposition YES or NO

Mark "X" in the square below to designate your "adoption" or "rejection" of this proposition.

"(1) Shall Alaska immediately be admitted into the Union as a State?"

Vote for one.

☐

YES (Adoption)

☐

NO (Rejection)

Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.

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become more powerful, how has the role of labor unions changed?

If you have ever wondered about these and other questions concerning workers in Alaska, you will be interested to know that the Alaska State Archives has accessioned 224 cubic feet of records from the Department of Labor, 1937-1982. Records from this Department are arranged and described in eight major subgroups: 1) Office of the Commissioner, 2) Employment Security Division, 3) Workers' Compensation Division, 4) Labor Standards and Safety Division, 5) Administrative Services Division, 6) Division of Occupational Safety and Health, 7) Wage and Hour Division, and 8) Manpower Planning Division.

Types of documents include reading and subject files; records of boards and councils; regulations and investigation files; statistical reports; newspaper clippings and maps; photographs; and audio recordings. For a complete description of this agency's history, records series and documents, see the Department of Labor Inventory (Record Group 07), compiled by the Alaska State Archives Processing Unit. Persons who are interested in consulting these records should contact the Alaska State Archives, P.O. Box C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.



ALASKA STATE ARCHIVES

**RECORDS OF THE
DEPARTMENT OF LABOR
1937-1982
IN THE STATE ARCHIVES**



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RECORDS OF THE DEPARTMENT OF LABOR, 1937-1982

Record Group 07, Department of Revenue, 1937-1982,
224 cubic feet

Traditional work in Alaska (e.g., mining, logging, construction, fishing, canning, tourism, and more recently, oil and gas exploration and extraction) is often hazardous and always arduous. From the earliest days to the present, concern by government for the well being of workers continues to be important.

Institutional roots of the present day Department of Labor date from early territorial days. The workmen's compensation program began in 1913. In 1919 the Territorial Mine Inspector was designated *ex officio* Commissioner of Labor with the responsibility for inspecting the safety of mines and other work sites. Finally, in 1941 a Territorial Department of Labor was established and upon statehood was combined with several agencies (including the Employment Security Commission, established in 1937) to form the Department of Labor.

Also, the newly structured Department of Labor was designated as administrator of the Fisherman's Fund. Dating from territorial days (1951), the Fisherman's Fund was set up to provide medical care for Alaska's licensed commercial fishermen who are injured in fishing-related activities. Commercial fishing, as an occupation, is hazardous and medical insurance, when available, is expensive. Even today money for this fund continues to come from the sale of commercial fishermen's licenses.

Today's Department of Labor continues to promote the welfare of workers and serves as the labor relations agency for all employees in public agencies except for those of the state. Specifically, the Department enforces legislation dealing with work conditions such as hours, wages and safety. Administration of employment service, unemployment insurance and workers' compensation programs, and the collection, analysis and distribution of labor and population statistics are handled by this department. Presently, the four departmental divisions are: Administrative Services; Employment Security; Labor Standards and Safety Division; and, Workers' Compensation Division.

What are some of the dynamic effects of historical change on labor in Alaska? Alaska's workforce has been marked by influxes of workers from Outside and, with a few exceptions, an unemployment rate two or more times greater than the national average. During the periods of the two world wars, there were temporary manpower shortages while during the gold rushes and oil boom, there were dramatic increases in both workforce and unemployment rates. Issues of local hire, the growing role of labor unions, participation of the federal government in areas of work safety, training programs, and workers benefits are all important influences. The records from the Department of Labor reflect the impact of these changes and the attempts of government officials to cope with the immediate and long range challenges.

What was the response of Governor Bill Egan when, in 1962, the Dalai Lama inquired about settling one thousand Tibetan refugees and their yaks in Alaska's Chitina River Valley? Why did the State Department of Labor, the Bureau of Indian Affairs, the Alaska Loggers Association and the International Woodworkers of America establish a logging trainee program to bring Eskimos from the Arctic to work as loggers in Southeast Alaska? Was this program successful? Why did the Jewish Labor Committee (a national civil rights organization) in 1960 consider Alaska a leader in equal rights?

What is the difference between "preferential hiring" and "local hire?" How was residency determined under the local hire legislation of the 1960's and 1970's? Were aliens eligible for employment in Alaska? Were military personnel ever allowed to seek off-duty employment? What is the Veterans' Preference Act? How did the territorial government go about aiding in the enforcement of the women's minimum wage and age law (passed in 1939) and the equal pay law (passed in 1949)?

Did you know that in the 1960's office workers in Hawaii and Alaska, while receiving a higher salary, received from three to four fewer days paid vacation than those in Puerto Rico? Did you know that the Alaska-Juneau Gold Mining Company had



1,046 employees in 1941, and reported 69 major and 376 minor accidents? Wages were set according to agreement with the Juneau Mine and Mill Workers Union, Local 203 and workers included "cooks, waiters and flunkies."

What are "fatalgrams?" Where can statewide information on worker's deaths and accidents be located? What percentage of the Department of Labor funding comes from federal sources? What is the Occupational Safety and Health Act (OSHA) of 1970 and does an OSHA program exist in Alaska? Does the state safety inspection program include amusement rides, elevators, boiler and pressure vessels? Why, in 1972, was the Peter Kiewit State Office Complex in Juneau closed down as a "hazardous work site?"

Did you know that the official files of the Alaska Labor Union were confiscated by territorial officials in 1919? As they have

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ALASKA STATE ARCHIVES

PUBLIC WELFARE RECORDS IN THE STATE ARCHIVES

ALASKA DEPARTMENT OF PUBLIC WELFARE

Quarter Ending June 30, 1943

Prepared By E. Kaser

ACCOUNT TITLE	Unobligated Balance from Last Quarter	Recoveries or Deposits
Relief-General-1943-1945	125,000.00	
Relief-Medical 1943-1945	125,000.00	
Relief-General-1941-1943	3,149.01	422.25
Relief-Medical 1941-1943	6,497.30	
Alaska Fund	1,875.00	
Mother's Allowance	72,000.00	
Dependent Children	50,000.00	
Child Welfare Services	4,900.64	1,945.70
Dependents Enemy Aliens	744.05	2,000.00
Old Age Assistance		
Federal Balance	9,002.77	
Federal Grant	66,267.52	
Total Federal	75,270.29	2,106.44
Total Territorial	590,000.00	105.00
Total Both Funds	665,270.29	2,211.44
Administration		
Federal Balance 5%	5,894.82	
Federal Grant	3,313.37	
Total Federal	9,208.19	398.62
Total Territorial	71,000.00	
Total Both Funds	80,208.19	398.62
Expenses of the Board	6,600.00	

ALASKA TERRITORIAL PUBLIC WELFARE RECORDS

Record Group 107, Territorial Department of Public Welfare Series 51. Central Office Files 1937-1963, 4 cubic feet.
Record Group 312, Territorial Board of Public Welfare, Series 50. Minutes and Correspondence, 1937-1958, 1 cubic foot.

Alaska was called "Cinderella of the Nation" in an 1899 Fourth of July oration delivered in Juneau. District Judge John S. Bugbee, the orator, cited some of Alaska's problems as "no government hospital for the sick, no prison for the felons, no asylum for the insane . . ." And it was nearly forty years later that Alaska's territorial government established the first Department of Public Welfare. Prior to that time the Governor played a central role in public welfare concerns, beginning in 1900 when he was empowered to contract for the care of the insane.

When the Department of Public Welfare was established in 1937 to administer the programs established by the Federal Social Security Act, the Governor was relieved of direct responsibility. A Board of Public Welfare composed of the Governor as Chairman and four gubernatorial appointees from each of the judicial divisions guided this new department. This Board set policy and appointed a director to serve as the executive officer of the department located in Juneau.

The 1937 legislation combined the functions of the Board of Trustees of the Alaska Pioneers' Home, Governor's Advisory Board for Temporary Relief of Destitution and Board of Children's Guardians. In the beginning the three major programs were Old Age Assistance, Temporary Relief, including hospitalization, medical and burial, and Mother's Allowances (replaced by Aid to Dependent Children in 1945). By 1958 Aid to the Blind, Civil Defense and Child Welfare had been added. Upon Statehood in 1959 the Department of Welfare became the Department of Health and Welfare.

Often social programs are established with the highest ideals but because of regulations and government bureaucracy they end in complete or partial failure. How did government officials administer these programs and were they effective in Alaska? For example, the intention of the Aid to Dependent Children's Program was to enable mothers to remain in the home to care for dependent children. When the program was actually implemented, why was it impossible for mothers to remain in the home? Why was it decided to include "Indians and Eskimos" in the new Old Age Assistance Program when they were excluded prior to 1938?

What were the social and economic conditions in Tenakee Springs from the 1940's to the 1960's? How many natives and whites resided there and what was their livelihood? Why were there relatively few children in the village? Were there gardens and fruit trees in Tenakee Springs? What was the village energy

supply? How did government agents cope with such medical problems as a sick senior citizen refusing to go to a doctor in Juneau because he had no intention of "being cut up like a codfish." What did government agents do when another old man who was sent to Juneau for medical care, died and was buried there because the cemetery in Tenakee was flooded, and two other old age recipients threatened to hit each other over the head with a wrench and a shovel respectively in a disagreement over the correct disposal of the dead man's effects? What did the government agent do about the possible exclusion from the public baths of those persons with contagious diseases such as tuberculosis and athlete's foot?

How were these public welfare programs affected by statehood when the Department of Public Welfare became the Department of Health and Welfare? Were the programs more or less efficient?

If you have ever wondered about these and other questions concerning social conditions and public welfare, 1940's to 1950's in Alaska, you will be interested to know that the Alaska State Archives has accessioned 5 cubic feet of records from the Territorial Department of Public Welfare, 1937-1963 and the Territorial Board of Public Welfare, 1937-1958.

Records in RG 107, Series 51, are composed of Central Office Files, 1937-1963, arranged alphabetically by subject and include policy memorandums, monthly statistical reports, bulletins, correspondence, agent files and field reports. These field reports (representing nearly 3 cubic feet) contain detailed socio-economic information on cities and villages throughout Alaska including purpose of visit, date of trip, means of reaching village, historic background, population and composition, general description, employment, natives, resources (food, fuel, lights, etc.), education, religion, mail services, trading facilities, leaders, welfare services.

Series 50 includes the Territorial Board of Public Welfare Minutes and Correspondence. The files contain not only policy formulation and program implementation but frequently details and resolutions of individual cases. Correspondence files begin with the Director's general correspondence and then that of individual board members. (Researchers should be aware that some of the individual case files may contain confidential information and therefore are restricted from public access.)

Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.

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BRAND CERTIFICATE

No. **137**.....

UNITED STATES OF AMERICA, } ss:
TERRITORY OF ALASKA. }

I, **EARL THIES**....., Secretary of the Territory of Alaska, do hereby certify that in conformity with Chapters 67 or 99, of the Alaska Session Laws of 1923, the following described Stock Brand was recorded on the **sixteenth**..... day of **July**..... 192**4**... in book **one**..... page **7**..... of the Alaska Brand Record in the name of **George A. Fleuring**..... of **Iatouche**..... to claim the ownership and use thereof for the purpose stated.

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POLAR PAM

FOXES

BRAND OR TATOO MARK

**X J
2**

REINDEER

DESCRIPTION OF BRAND

Brand and
Position



ALASKA STATE ARCHIVES

FOX BRAND PROGRAM RECORDS IN THE STATE ARCHIVES

ALASKA'S FOX BRAND PROGRAM RECORDS

Record Group 106, Territorial Department of Audit
Series 102, Fox Brand Program 1923-1943, 1.5 cubic feet

Since the early days of Alaska's history the fur industry has been a notable part of the economic livelihood of the people. Consequently federal, territorial and state governments have continuously promulgated legislation to set up programs encouraging, monitoring, or in some other way affecting this industry. One of the most interesting government programs was known as the Fox Brand Program, established by the Territorial Legislature in 1923 and operating until its demise in 1943. Federal legislation (U.S. Bureau of Biological Survey Regulation 12, 1923) prohibiting the killing of blue foxes in certain areas of Alaska by anyone except fur farmers prompted the establishment of this Program. The Fox Brand Program was responsible for issuing licenses and collecting fees for a branding tool with the ultimate goal of regulating and thereby protecting the blue fox farming industry. For various reasons, the production of blue fox furs declined and hence the need for branding and this Program ceased.

How did this program operate and what impact did it have on the fur industry and the economic life of Alaskans? What did the Territorial Secretary do when faced with the responsibility of carrying out this completely new program without benefit of prior experience? What kinds of problems did territorial officials encounter when trying to locate a supplier for a large quantity of branding tools? Where were the tools finally located and how did they work under isolated conditions with no electricity nor availability of batteries? Who owned the fox farms, where were the farms located and how many were there? How did the Island Leasing Program established by the United States Secretary of Agriculture affect the fox farming industry? How much did the farmers pay for these leases?

Was fox farming economically feasible at that time? What kinds of taxes and to whom did the fox farmers pay these taxes? What kinds of problems were the farmers facing in terms of diseases, breeding and protection of the animals? For example, how did government officials help farmers who had problems with poachers?

If you have ever wondered about these and other questions concerning blue fox farming in Alaska, you will be interested

to know that the Alaska State Archives has accessioned the records of the Fox Brand Program, 1923-1943.

Documents in this record group include correspondence relating to branding programs in other states, branding tool inquiries and orders from manufacturers, requests and applications for licenses, and game commission inquiries. Also included are the brand certification books and the *Fur Farmers Bulletin* (official organ of the Southeastern Alaska Blue Fox Farmers Association). In 1923 the program was the sole responsibility of the Secretary of the Territory, but in 1929 numerous collections responsibilities were transferred to the State Auditor. The program was abolished in 1943.



Tattoo India
Ink Stick



Burch # 3 Tattoo Ear Mark.



Tattoo
Figure



Tattoo Oil

Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.



ALASKA STATE ARCHIVES

RURAL DEVELOPMENT BOARD
RECORDS IN THE STATE ARCHIVES



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CAT TRAIN LEAVING BEAVER FOR ARCTIC
VILLAGE MARCH, 1959

RURAL DEVELOPMENT BOARD RECORDS

Record Group 315, Alaska Rural Development Board, Series 107, Executive Director Files, 1955-1959, 1 cubic foot.

Alaskans traditionally live in rural, isolated communities. Sizeable urban areas are a relatively recent phenomenon. It is not a surprise, then, that some of the more important government programs in Alaska target rural communities. Such is the case of the Alaska Rural Development Board, 1955-1959, established during the period of rapid economic growth following World War II. At that time there was concern for the living conditions and military protection of the residents of rural Alaska.

The Board was composed of the Governor as Chairman and six other members as follows: the Commissioners of Labor, of Health, of Education; the Superintendent of Public Works; and the Directors of Public Welfare and of Civil Defense. Actual administration of the programs was carried out by an Executive Director hired by the Board.

The Alaska Rural Development Board was established "to promote the health, welfare, security and economic well being" of rural Alaskans by coordinating existing programs as well as creating new government programs. The task was not an easy one for authorities to define nor carry out. Once needs were defined, the major problem was the lack of government officials on the local level to aid in the coordination of the projects. Rural communities were for the most part still unincorporated, and therefore one of the thrusts of the Rural Development Board was to encourage village incorporation. Local support, of course, spelled success or failure for these endeavors.

Programs ranged from providing minimal services, water, housing, communications, etc., to encouraging local industries such as the manufacture and sale of jade jewelry. Probably the most impressive project was that of moving the entire Yukon village of Beaver, consisting of seventeen log cabins and the "Beaver Hotel," downriver when erosion threatened to wash away their residences.

How did the Alaska Rural Development Board interpret the statutory definition of "remote" and "rural" as "incorporated places having a population of not more than five hundred persons?" When were incorporated communities and places with a population of more than five hundred of concern to the Board?

What kinds of equipment, tools and manpower were required to relocate the entire village of Beaver? How were the cat train and other heavy equipment delivered to Beaver and then repaired during use? What impact did tuberculosis have on the relocation of the village? Why did the American Friends Service Committee (a Quaker group) decide to send volunteers to

Beaver? Why do pilots "rock" the planes when they fly tourists over the Arctic Circle? What is an "Arctic Circle Certificate?"

If you have ever wondered about these and other questions concerning life in rural Alaska during the 1950's, you will be interested to know that the Alaska State Archives has accessioned one cubic foot of records of the Alaska Rural Development Board, Executive Director Files, 1955-1959. Records include Board minutes, correspondence with Board members, special economic reports, reading files, project files, architectural plans, and photographs. For related records see Record Group 21, Department of Community and Regional Affairs, and Record Group 314, Alaska Development Board, Series 53, Subject Files, 1945-1961.

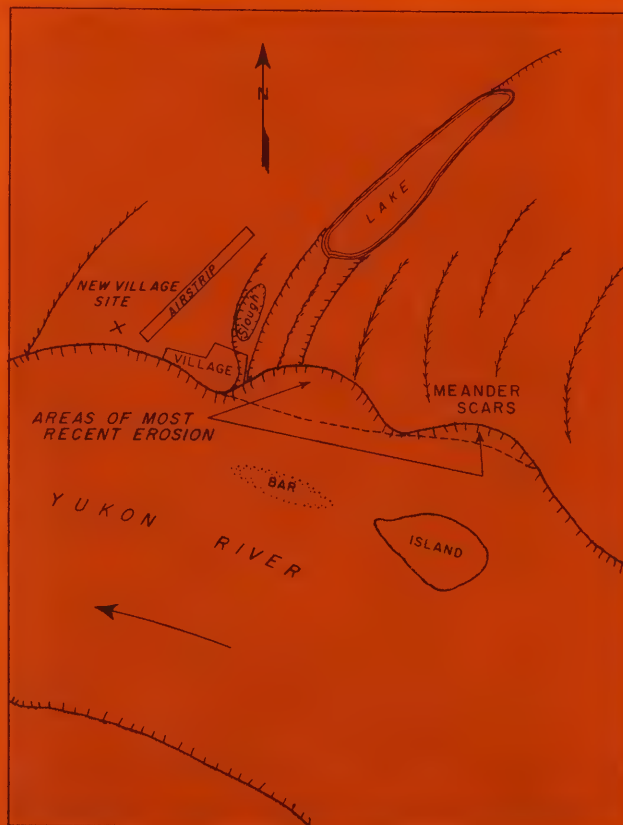


Figure 1-- Sketch map of Beaver area, Alaska

Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.

We, Ernest Kulberg and H. A. Ryde
and J. H. Jones and _____
constituting the Election Board for the

First Voting Precinct or Precinct No. 1 of the
Manu Recording District (or the Town of _____),

do hereby certify that the foregoing is the (RECAP) tally sheet made by us upon the count and canvass of the ballots this day
cast in said voting precinct, and that each and every ballot which is for a candidate or is blank cast therein is counted thereon

Dated this 11th day of August, 1914

Ernest Kulberg
H. A. Ryde
W. J. Jones

Election Board.

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ALASKA STATE ARCHIVES

ELECTION RETURNS AND
CANVASS BOARD RECORDS
IN THE STATE ARCHIVES

TALLY SHEET

State Voting precinct or Precinct No. 2

Manu Recording District.

Town of Manu

DIVISION No. 1. TERRITORY OF ALASKA.

ELECTION RETURNS AND CANVASS BOARD RECORDS

Record Group 01, Office of the Governor, Sub-Group 03, Office of the Lt. Governor, Series 38, Election Returns and Canvassing Board Records, 1906-1979, 4 cubic feet

One often hears that Alaskan voting trends are traditionally more independent than those of voters in the Lower 48. That is, economic, ideological or other concerns often take precedence over rigid commitments to political parties. Is this statement true for all parts of Alaska during all periods of history? Who were the candidates for state and national office voted upon by Alaskans since the first elections in 1906 and how many votes did they receive, precinct by precinct?

From an early date Alaskans decided on various propositions through the ballot. For example, in the General Election of November 7, 1922, Alaskans voted on whether women should serve on juries and before this date on the eight-hour work week. How and why did these particular issues get on the ballot? What were the social, political and economic concerns at the time these propositions were considered? Besides the hotly contested delegate race (1916-1919) between Republican candidate, Judge James Wickersham and the Democrat Charles Sulzer, miner and territorial senator, were there other contested elections in Alaska's history? How did election officials cope with the lack of communication and other practical problems in the process of administering elections? For example, what action was taken by the Canvassing Board when villages did not receive official ballots on time or in some cases, received no ballots at all? What did election officials do when the whole village was away on a fishing expedition on election day? Why were the official results of the delegate election to the Constitutional Convention in 1955 never published by the Canvassing Board?

If you have ever wondered about these and other questions concerning elections in Alaska, you will be interested to know that the Alaska State Archives has accessioned election returns and Canvassing Board Records dating from 1906 to 1976. (Unfortunately, the election returns themselves dating from 1906 to 1916 were not required to be kept and thus are missing.)

Documents in this record group include, in addition to official election returns and canvass sheets, proceedings and correspondence of the Canvassing Board, official notice of elections, certifications of elections, tally returns, official descriptions of election districts and precincts, lists of voters. During the territorial period the Canvassing Board (composed of the Governor, the

Surveyor General, later the Secretary of State and the Collector of Customs) had responsibility for canvassing and compiling the votes from precinct election returns and subsequently issuing certificates of election to the successful candidates. Since statehood the Division of Elections and/or the Lt. Governor's Office has handled election responsibilities.

SAMPLE PRIMARY BALLOT

PRIMARY ELECTION
August 26, 1958

E.—Southcentral At-large Senatorial District
G.—Anchorage-Palmer Senatorial District
No. 8.—Palmer-Wasilla-Talkeetna Election District

Mark "X" in the square at the left of the name of each candidate for whom you desire to vote.

For Governor
(Vote for one)

<input type="checkbox"/>	BUTROVICH, JR., JOHN	Republican
<input type="checkbox"/>	EGAN, WILLIAM A.	Democrat
<input type="checkbox"/>	RIVERS, VICTOR C.	Democrat
<input type="checkbox"/>	WILLIAMS, J. GERALD ("Jerry")	Democrat

For Secretary of State
(Vote for one)

For At-large District E Senator
FOR A TWO YEAR TERM
(Vote for one)

<input type="checkbox"/>	ANDERSON, L. M. C.	Republican
<input type="checkbox"/>	BALDWIN, ED	Democrat
<input type="checkbox"/>	RYAN, IRENE E.	Democrat
<input type="checkbox"/>	SNODGRASS, MILTON D.	Republican

For At-large District E Senator

Persons who are interested in consulting these records should contact the Alaska State Archives, Pouch C-0207, Juneau, Alaska 99811, telephone (907) 465-2270.

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MAILING ADDRESS

Archives & Records Management
Department of Administration
Pouch C-0207
Juneau, Alaska 99811
Telephone (907) 465-2270

STREET ADDRESS & PARKING

State Archives & Record Center
141 Willoughby Avenue
Juneau, Alaska

Free Visitor's parking is available on the south side of the building.

HOURS

The State Archives & Records Center is open from 8:00 a.m. until 12 noon and from 1:00 p.m. until 4:30 p.m. Mondays through Fridays. It is closed on State holidays.

GENERAL INFORMATION



STATE ARCHIVES & RECORDS CENTER

ALASKA STATE ARCHIVES & RECORDS SERVICE

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May 1985

PROGRAM HISTORY

Government constantly affects the lives of those governed, whether through the long process of peaceful change or through the abrupt upheaval of political crises. This relationship between government and those governed is best reflected in the records of government itself.

The Alaska State Archives and Records Service was created by the Legislature in 1970. The attractive Alaska State Archives and Records Center building in Juneau was opened in 1975. This modern building and a second records center which opened in 1982 have a storage capacity for nearly 65,000 cubic feet of records. An additional building for Anchorage is planned. The programs of the State Archives & Records Service operate under authority and provisions of AS 40.21.

STATE ARCHIVES

The Alaska State Archives is the official depository for all non-current state government records of permanent historical and legal value. As such, the State Archives is responsible for appraising, accessioning, arranging, describing, and preserving these records and for making them available to state agencies and private individuals for research purposes. Any person may have access to these records in the search room subject to the rules and regulations established by the legislature and the Department of Administration.



The Alaska State Archives has the responsibility for the preservation of the permanently valuable official records created by the State and Territorial governments of Alaska.

RECORDS MANAGEMENT

The Records Management unit provides assistance to agencies in establishing efficient records management programs. Records Analysts identify problems and propose alternative courses of action in the areas of records disposition, files management, vital records, micrographics, paperwork flow studies, and forms management. Record Centers provide lower-cost storage for agencies' semi-active and inactive records. Reference service is provided, both in the Center's search room for those who wish to use the records there and through daily deliveries to agencies. Central Microfilm Services provides micrographic services for more efficient records retrieval, security, and space reduction.

LOCAL GOVERNMENT RECORDS

Political subdivisions of the state may authorize the transfer of their non-current records to the State Archives & Records Center. Upon request, advice and assistance in the establishment and operation of a local records management program will be provided. State statute (AS 40.21.070) requires each political subdivision of the State to promote efficient records management and, as far as practical, to follow the program established for the management of state records.

REFERENCE SERVICE

The State Archives staff is limited, and extensive research projects cannot be undertaken for the public. Every effort will be made, however, to assist the researcher. Requests for information should be as specific as possible and should contain as much information about the person or subjects as necessary for a search to be made. A comfortable search room with photocopy service is available. The semi-active agency records in the Records Center which have not been transferred to the State Archives are on deposit from the respective agencies. Therefore, a researcher must have the written approval of that agency before those records may be used.

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READING ROOM RULES



STATE ARCHIVES & RECORDS CENTER

ALASKA STATE ARCHIVES

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READING ROOM RULES FOR USE OF ARCHIVAL RECORDS

The researcher is asked to fill out a registration form on the first visit. A staff member will provide any needed assistance in explaining the nature of the records in our collection and finding aids available.

The researcher is responsible for assisting in the preservation of materials deposited in the State Archives. Therefore, please observe the following rules designed to insure the control and preservation of the materials being used.

1. Please sign the daily register each day upon entering the reading room.
2. Brief cases, parcels, notebooks, personal books, etc., must be left in the designated area.
3. Any notebook or personal property taken into the reading room by special permission must be submitted for inspection before it is removed from the reading room.
4. No ink may be used in the reading room.
5. No marks may be made on materials, no notes written on top of materials, and no books or other objects rested on the surface of the items used. Loose sheets and book pages must be handled by their edges in order to avoid as much handling of the surface of the materials as possible.
6. The existing order and arrangement of unbound materials must be preserved. Please report any disarrangement or missing documents to the attendant in charge.
7. Only one box of archival materials may be used at a table. Additional materials may be kept nearby, but off the table.

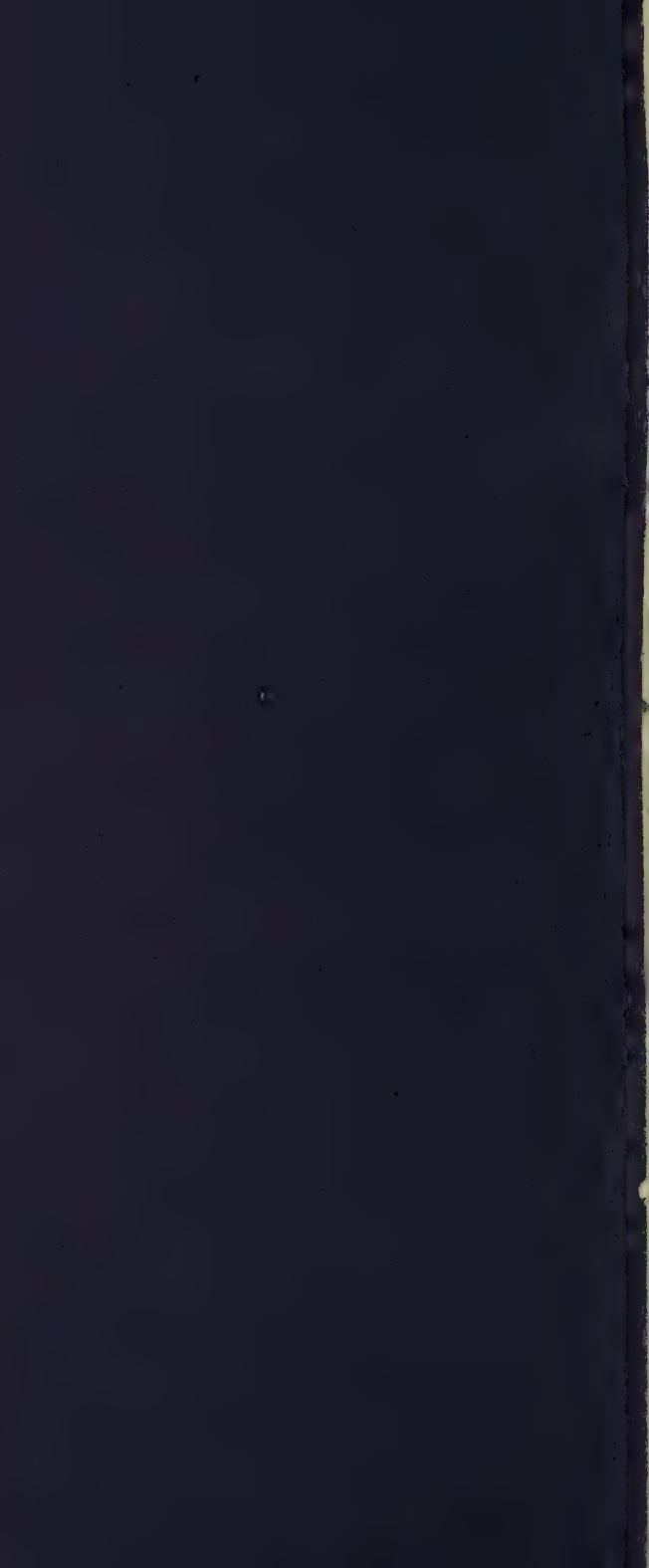
8. Unless instructed otherwise, researchers should not remove materials from boxes for duplication. Document markers are provided at each table to indicate which are to be copied.
9. Smoking, eating, and drinking are prohibited in the reading room.
10. The researcher must assume responsibility for conforming with the laws of libel and literary property rights which may be involved in the use of materials.



Alaska State Archives
141 Willoughby Avenue
Juneau, Alaska 99801

Telephone: (907) 465-2275

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**MANAGEMENT AND
PRESERVATION OF
PUBLIC RECORDS ACT
AS 40.21**



STATE ARCHIVES & RECORDS CENTER

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ALASKA STATUTES

Title 40, Chapter 21

MANAGEMENT AND PRESERVATION OF PUBLIC RECORDS

Article

1. Public Records (§§ 40.21.010—40.21.140)
2. General Provisions (§ 40.21.150)

Article 1. Public Records.

Section

10. Purpose
20. Archival and records management program creation and administration
30. Duties of the state archivist
40. Gifts, bequests or endowments of money
50. Regulations
60. Duties of chief executive officers of state agencies
70. Records management for local records
80. Disposal of public records by political subdivision
90. Transfer of public records of political subdivision to department
100. Assistance to legislative and judicial branches
110. Care of records
120. Standards of clarity, accuracy, and permanency of copies or reproductions of public records
130. Alteration and replacement of public records
140. Use of copies and replacements as evidence

Sec. 40.21.010. Purpose. The purpose of this chapter is to provide for the orderly management of current state and local public records and to preserve noncurrent public records of permanent value for study and research. (§ 1 ch 191 SLA 1970)

Cross reference. — As to inspection and copies of public records, see AS 09.25.110 and AS 09.25.120.

Sec. 40.21.020. Archival and records management program creation and administration. There is established in the Department of Administration the Alaska State Archives. The department shall establish and administer a state archives and records management program. To implement the program and head the Alaska State Archives, the department shall create the position of state archivist, and shall appoint as state archivist a person qualified by special training or experience in archival or historical work. The state archivist shall be the official custodian of the archival resources of the state. (§ 1 ch 191 SLA 1970)

Sec. 40.21.030. Duties of the state archivist. (a) In order to carry out the archival program, the state archivist shall:

(1) negotiate for, acquire and receive public records of permanent value including public records of the state and political subdivisions of the state and of defunct public agencies;

(2) establish and operate a state archival depository which shall provide for the preservation, arrangement, repair, rehabilitation, duplication, reproduction, description and exhibition of permanent public records or other documentary material transferred to, or acquired by the state archivist;

(3) review and approve all agency records retention schedules to identify and to insure the preservation of those records having

permanent value;

(4) make permanent records under his supervision, other than those required by AS 09.25.120 to be kept confidential, available for public use at reasonable times;

(5) make available to any person for a reasonable fee copies of archival material under AS 09.25.120;

(6) adopt a seal for official use and for certification of record copies which copies shall have the same force and effect as if made by the original custodian of the records;

(7) negotiate payment for the acquisition of public records with the possessor of them;

(8) if negotiations under (7) of this subsection are unsuccessful or if the person in possession of the public records is unwilling to enter into those negotiations, arrange with the person in possession for the microfilming of the records;

(9) accept gifts, bequests and endowments for purposes consistent with the objectives of this chapter;

(10) prepare inventories, indexes, catalogs, and other finding aids or guides to facilitate the use of the archives;

(11) accept documents, including motion picture film, still pictures and sound recordings, that are appropriate for preservation by the state as evidence of its organization, functions, policies, decisions, procedures and transactions.

(b) In order to carry out the records management program, the state archivist shall

(1) analyze, develop and coordinate the standards and procedures for record making and current record keeping;

(2) insure the maintenance and security of records;

(3) initiate action to recover state records removed without authorization;

(4) establish and operate state records centers for the purposes of accepting, servicing, storing and protecting state records which must be preserved for varying periods of time but which are not needed for the transaction of current business;

(5) transfer records considered to have permanent value to the state archives;

(6) institute and maintain a training and information program in all phases of the management of current records for all state agencies;

(7) make continuing surveys of paperwork operations and recommend improvements in current records management practices, including the use of space, equipment and supplies;

(8) initiate programs for improving the management of correspondence, forms, reports and directives as integral parts of the overall records management program;

(9) provide centralized microfilm service for state agencies as determined to be necessary by the department;

(10) establish standards for the preparation of records retention schedules providing for the retention of state records of permanent value and for the prompt and orderly disposition of state records no longer possessing administrative, legal, or historical value to warrant their retention;

(11) receive records retention schedules from the agencies and submit them to the attorney general for review and approval;

(12) obtain from agencies reports which are required for the administration of the program. (§ 1 ch 191 SLA 1970)

Sec. 40.21.040. Gifts, bequests or endowments of money. Gifts, bequests or endowments of money shall be deposited in a separate account in the general fund and may be invested in a manner not inconsistent with the investment of other state funds. Proceeds of invested funds shall be used to carry out the purposes for which the money was given. (§ 1 ch 191 SLA 1970)

Sec. 40.21.050. Regulations. The department shall adopt regulations necessary to carry out the purposes of this chapter. (§ 1 ch 191 SLA 1970)

Sec. 40.21.060. Duties of chief executive officers of state agencies. The chief executive officer of each state agency shall

(1) make and preserve public records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency, and designed to furnish the information necessary to protect the legal and financial rights of the state and of persons directly affected by the agency's activities;

(2) establish and maintain an active, continuing program for the efficient management of the records of the agency under the procedures prescribed by the Department of Administration, including effective controls over the creation, maintenance and use of records in the conduct of current business;

(3) submit to the Department of Administration, in accordance with the standards established by it, records retention schedules proposing the length of time which records having administrative, legal or historical value shall be retained;

(4) apply the provisions of approved records retention schedules to insure the orderly disposition of state records including transfer to a state records center;

(5) identify, segregate and protect records vital to the continuing operation of an agency in the event of natural, man-made or war-caused disaster;

(6) cooperate with the Department of Administration in conducting surveys made by it under the provisions of this chapter;

(7) establish safeguards against unauthorized or unlawful removal or loss of state records;

(8) comply with the regulations, standards and procedures relating to records management and archives established by the Department of Administration;

(9) appoint a records officer who shall act as a liaison between the Department of Administration and the agency on all matters relating to the records management program. (§ 1 ch 191 SLA 1970)

Sec. 40.21.070. Records management for local records. The governing body of each political subdivision of the state shall promote the principles of efficient records management for local public records kept in accordance with state law. The governing body shall, as far as practical, follow the program established for the management of state records. The department shall, upon request of the governing body of a political subdivision, provide advice and assistance in the establishment of a local records management program. (§ 1 ch 191 SLA 1970)

Sec. 40.21.080. Disposal of public records by political subdivision. An official of a political subdivision of the state having in his legal custody public records which are considered by him to be without

legal or administrative value or historical interest may compile lists of these records sufficiently detailed to identify them and submit the lists to the governing body of the political subdivision. The governing body may authorize the disposal and the method of disposal of the records in the list that it finds to be without legal or administrative value or historical interest. The governing body may also, upon request of the legal custodian of the records, authorize in advance the periodic disposal of routine records that the governing body considers to have no legal, administrative, or historical value. After receipt of written authorization from the governing body, the legal custodian of the records may dispose of the records. The legal custodian shall file in the office from which the records were drawn a descriptive list of the records disposed of and a record of the disposal itself. Copies of these documents shall be transmitted to the governing body which shall file and preserve them. (§ 1 ch 191 SLA 1970)

Sec. 40.21.090. Transfer of public records of political subdivision to department. The governing body of a political subdivision of the state may authorize the transfer to the department of records which have legal, administrative, or historical value but which are not required for the transaction of current business. The official of the political subdivision having custody of the records shall prepare a list describing the records transferred in sufficient detail to identify them. Copies of the list shall be filed with the department and with the public corporation or political subdivision transferring the records. The department shall acknowledge receipt of the list. Listed records approved by the department for transfer may be transferred to a records center designated by the department. The records center shall transfer any permanent records to the archives. Records transferred remain the property of the political subdivision. The department is the legal custodian of records in its possession. (§ 1 ch 191 SLA 1970)

Sec. 40.21.100 Assistance to legislative and judicial branches. Upon request, the department shall assist in the establishment of records management programs in the legislative and judicial branches of the state government and shall provide program services similar to those available to the executive branch of state government. (§ 1 ch 191 SLA 1970)

Sec. 40.21.110. Care of records. Except for public records lawfully in the possession of a person other than the state, public records of existing or defunct agencies of the state, territorial and Russian governments in Alaska are the property of the state and shall be created, maintained, preserved, stored, transferred, destroyed or disposed of, and otherwise managed in accordance with the provisions of this chapter. Records shall be delivered by outgoing officials and employees to their successors, and may not be removed, destroyed or disposed of, except as provided in this chapter. (§ 1 ch 191 SLA 1970)

Sec. 40.21.120. Standards of clarity, accuracy, and permanency of copies or reproductions of public records. When a public officer performing duties under this chapter is required or authorized by law to record, copy, recopy, or replace any public record, he may do so by photostatic, photographic, microphotographic, microfilm or other mechanical process which produces a clear, accurate and permanent copy or reproduction of the original record, in accordance with the latest standards approved for the reproduction of permanent records

by the department. (§ 1 ch 191 SLA 1970)

Sec. 40.21.130. Alteration and replacement of public records.

An original public record which is worn or damaged may be replaced by a reproduction made in accordance with this chapter. Certification by the agency having custody of the record that the replacement is a true and correct copy of the original shall appear at the end of the reproduction. When original public records are photographed or otherwise mechanically reproduced under the provisions of this chapter and the photographic or other mechanical reproductions are placed in conveniently accessible files and provisions made for preserving and using them, the original records from which they were made may be destroyed only with the approval of the state archivist. (§ 1 ch 191 SLA 1970)

Sec. 40.21.140. Use of copies and replacements as evidence.

Reproductions or replacements of records made under this chapter are considered original records for all purposes and are admissible in evidence as original records. (§ 1 ch 191 SLA 1970)

Article 2. General Provisions.

Section

150. Definitions

Sec. 40.21.150. Definitions. In this chapter, unless the context otherwise requires,

(1) "agency" or "state agency" means a department, office, agency, state board, commission, public corporation or other organizational unit of or created under the executive branch of the state government; the term does not include the University of Alaska;

(2) "archives" means

(A) the noncurrent records of a state agency or political subdivision of the state preserved, after appraisal, because of their value; also referred to as archival material or archival holdings; or

(B) the agency responsible for selecting, preserving and making available archival material; also referred to as an archival agency; or

(C) the building or part of a building where archival material is located; also referred to as an archival depository;

(3) "department" means the Department of Administration;

(4) "local record" means a public record of a city or borough of any class, villages, district, authority or other political subdivision unless the record is designated or treated as a state record under state law;

(5) "record" means any document, paper, book, letter, drawing, map, plat, photo, photographic file, motion picture film, microfilm, microphotograph, exhibit, magnetic or paper tape, punched card, or other document of any other material, regardless of physical form or characteristic, developed or received under law or in connection with the transaction of official business and preserved or appropriate for preservation by an agency or political subdivision, as evidence of the organization, function, policies, decisions, procedures, operations or other activities of the state or political subdivision or because of the informational value in them; the term does not include library and museum material developed or acquired and preserved solely for reference, historical or exhibition purposes, extra copies of documents preserved solely for convenience of

reference, or stocks of publications and processed documents;

(6) "records center" means a records depository in the department for the storage and disposition of noncurrent records;

(7) "state record" means a record of a department, office, commission, board, public corporation, or other agency of the state government, including a record of the legislature or a court and any other record designated or treated as a public record under state law. (§ 1 ch 191 SLA 1970)

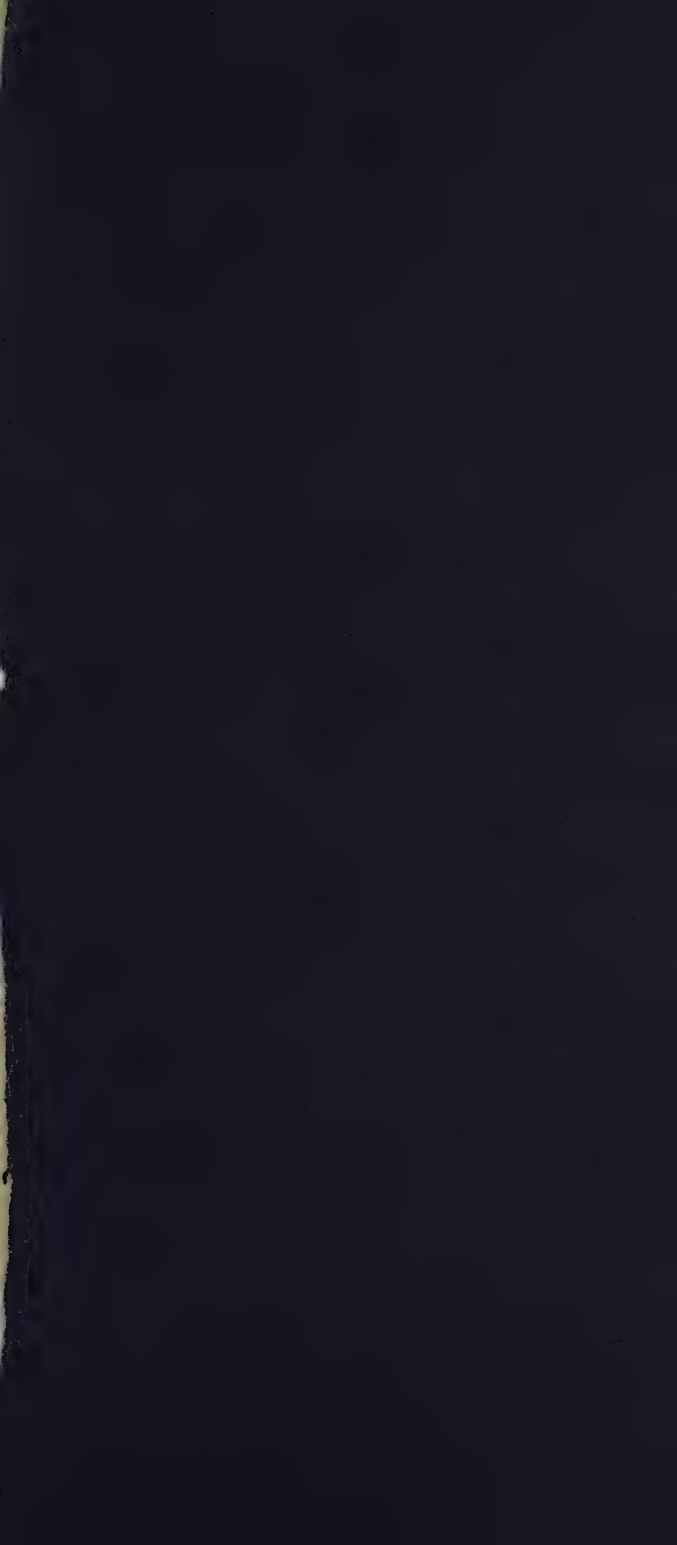
State Archives & Records Service
Department of Administration
141 Willoughby Avenue
Pouch C
Mail Station 0207
Juneau, Alaska 99811
Telephone (907) 465-2270

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MANAGEMENT OF RECORDS: GUIDELINES FOR STATE OFFICIALS



STATE ARCHIVES & RECORDS CENTER

STATE ARCHIVES & RECORDS SERVICE

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MANAGEMENT OF RECORDS: GUIDELINES FOR STATE OFFICIALS

INTRODUCTION

Executive officers of state agencies are responsible for protecting the official records of state government. These records are of critical importance in ensuring that our government continues to function properly. Unlike private corporations, the state government has explicit statutes for handling information. This leaflet alerts you to policies and procedures which govern the treatment of state records. It highlights legal provisions, discusses implications of office automation, microfilming of records, and identifies sources for further information.

STATE RECORDS AND THE STATE RECORDS ACT

The "Management and Preservation of Public Records Act" (AS 40.21) is the statute that controls state records. It is the basis for the government's policies and procedures for creating, maintaining, and disposing of state records. The Act defines records, mandates the creation and preservation of those records necessary to document state activities, establishes state ownership of records, and provides the exclusive legal procedures for the disposition of records.

WHAT ARE THE RESPONSIBILITIES OF STATE OFFICIALS?

State officials are responsible for (AS 40.21.060):

- (1) creating and preserving public records containing proper documentation of the agency functions, policies, and procedures, and providing information necessary to protect the legal and financial rights of the state;
- (2) establishing and maintaining an efficient program for the management of the agency's records under the procedures prescribed by the Archives and Records Service;

- (3) submitting to the Archives and Records Service, in accordance with the standards established by it, records retention schedules proposing the length of time which records having administrative, legal or historical value shall be retained;
- (4) applying the provisions of approved records retention schedules to insure the orderly disposition of state records including transfer to the state records center and/or archives;
- (5) identifying and protecting records vital to the continuing operation of an agency in the event of natural, man-made or war-caused disaster;
- (6) establishing safeguards against unauthorized or unlawful removal or loss of state records;
- (7) appointing a records officer who acts as liaison between the Archives and Records Service and the agency on all matters relating to the records program.

ARE THEY RECORDS?

Official records are made or received in the conduct of agency business. They relate directly to the functions of an office and document those functions. These characteristics, and not their physical form or format, determine record status.

Not all documents in a state agency, however, are considered official records. "Nonrecord" material may include extra reference or convenience copies of documents that have been drafted, reviewed, or otherwise acted upon; extra copies of printed or published documents; and transmittal letters. You may destroy such nonrecord material at your discretion so long as the removal does not diminish the official records or violate confidentiality required by state statute.

ARE THEY PERSONAL PAPERS?

State records belong to the office, not the individual. However, many state officials also keep personal papers in their offices. These are papers of a private or unofficial character which ordinarily pertain only to an individual's personal affairs and will not affect the conduct of agency business. Examples include:

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- (1) papers accumulated by an official before assuming office;
- (2) materials pertaining solely to an individual's private affairs, such as outside business pursuits or private political associations;
- (3) diaries, journals, or other personal notes which are neither prepared on state time nor are prepared in the course of transacting government business.

Personal papers that are maintained in a state office must be filed separately from official papers to:

- (1) avoid inadvertent destruction or removal of official records;
- (2) eliminate the likelihood that personal papers will be confused with official public records.

Many government officials donate their personal papers, after leaving office, to an archives or manuscript repository. In that way, they insure that a record of their individual accomplishments is preserved. Also, they add to the sources researchers will use in later years to describe the historical significance of the administration during their tenure of office.

ARE THEY CONFIDENTIAL RECORDS?

Any person has the right to inspect a public record unless that record is identified by statute or regulation as confidential (AS 09.25.120). For further information on the confidentiality and access to records, contact the State Archives or the Department of Law.

COPIES OF RECORDS USED IN EVIDENCE?

Reproductions or replacements of records made under AS 40.21 are considered original records for all purposes and are admissible in evidence as original records (AS 40.21.120-140). Original records from which the copies were made may be destroyed only with the approval of the State Archivist (AS 40.21.130).

WHAT ABOUT COMPUTERIZED RECORDS?

Word processing and electronic mail are changing the nature of record keeping in state government. Office automation presents state officials with new opportunities, but it also introduces new responsibilities. With paper records, an official's secretary ensures that proper copies of documents are made, coded and filed. With electronic records, however, the person composing or receiving the document often makes the decision concerning its disposition. You, therefore, must be aware of the ramifications of these decisions.

Some electronic mail and word processing systems make it simple for the user to destroy documents. In fact, many electronic mail systems automatically destroy documents once the recipient has acknowledged receipt. State employees must recognize that when they delete a document from the word processing or electronic mail systems they may be destroying the only copy of that document. Likewise, when they revise documents on the word processor, they may be erasing any evidence of previous versions.

Employees should carefully consider their decisions to delete or overwrite documents. You, as a state employee, should keep in mind both that state law prohibits the unauthorized destruction of records and that you may need access to previous versions of important documents.

All systems permit the user to save documents. Employees may save documents on electronic disks, magnetic tape, microfilm, or paper.

Deleting documents from automated systems is only one problem. You must also be able to retrieve information from documents you have stored. To ensure that you will be able to do so, you should label all documents you have on the computer as fully and accurately as possible.

DISPOSITION OF STATE RECORDS

As with all state property, the disposition of records must be authorized. Periodic disposal of noncurrent, temporary records can and does save agency space, money, and time. However, under provisions of the statutes, agency records may be destroyed only with the approval of the State Archivist or in accordance with records retention schedules. The permanently valuable records of defunct agencies shall be placed in the Archives (AS 40.21.030).

ARE THEY IN THE RECORDS CENTER OR THE ARCHIVES?

Temporary or noncurrent records still used by the agencies and transferred to the physical but not the legal custody of the State Archives, are stored in the Records Center. Access to these records is controlled by the transferring agency. Archives are noncurrent records designated by the State Archivist as having permanent value, either for historical research or to protect the legal, financial or other interests of the state and its citizens. Archives are in both the legal and physical custody of the State Archives and controlled by the Archives.

WHO ARE RECORDS OFFICERS?

Records officers are appointed by Commissioners to act as a liaison between the Archives and Records Service and the department on all matters relating to the records program. Also, the records officer approves transfer and destruction of records. Therefore, it is important that an experienced person in a responsible position be chosen as records officer.

WHAT IS A RECORDS RETENTION SCHEDULE?

A records retention schedule is the agency's official directive for the maintenance and disposition of records. It lists and describes all the record types (called "record series") created or maintained by the agency and indicates the length of time those records will be kept in the office, when they will be transferred to the Records Center, and what the final disposition will be (either destruction or transfer to the State Archives for permanent retention). The agency is responsible for inventorying all records and preparing a draft schedule to be submitted to the State Archives and Records Service for approval. Draft schedules become official only when signed by the agency head, records analyst, State Archivist, Attorney General, and the Commissioner of Administration.

FOR MORE INFORMATION

The purpose of this pamphlet is to provide you with a brief introduction to state records. We would like you to call the State Archives for more information (465-2270). Publications of the State Archives that would be helpful to you include:

- (1) "Management and Preservation of Public Records Act," (AS 40.21), a pamphlet;
- (2) Leaflets describing archival holdings;
- (3) *Records Management Manual*, outlining procedures and operations of the Archives & Records program;
- (4) *Records Management Handbook: Files and Filing* and *Checklist for Appraising Files Operations in Your Office*, two publications on organizing and maintaining office files.

Also, the State Archives maintains a professional library on archives and records management and offers training workshops for clerical and administrative level personnel.

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